

STATUTORY INSTRUMENTS

THE following documents are published with and form part of this Gazette:

No. 104 of 2022 — Saint Lucia National Housing Corporation (La Ressource, Vieux-Fort) (No. 1) Vesting Order.

No. 105 of 2022 — Saint Lucia National Housing Corporation (La Ressource, Vieux Fort) (No. 2) Vesting Order.

PUBLIC SERVICE COMMISSION

THE Public Service Commission has approved the following in the Public Service

**APPOINTMENTS:**

*Ministry of Finance, Economic Development and Youth Economy*

1. His Excellency, the Governor General, has approved the appointment of Ms Esther Rigobert, to the post of Permanent Secretary, (Department of Finance: Executive Direction and Administration – Policy and Planning – Corporate Office), effective May 03, 2022.

*Ministry of Infrastructure, Ports, Transport, Physical Development and Urban Renewal*

1. Mr Ronald Manther Polius, to the post of Chief Surveyor, (Department of Physical Development and Urban Renewal – Land Administration Services), for the period May 03, 2022 to July 08, 2022 on contract, subject to such terms and conditions as may be agreed upon between the Government of Saint Lucia and the employee.
2. Ms Jaynah Thomas, to the post of Clerk/Typist, (Department of Infrastructure, Ports and Transport – National Infrastructure Development Division – Road Infrastructure Maintenance), effective April 6, 2022.
3. Ms Kay Cecilia Louis, as Deputy Registrar of Lands, (Department of Physical Development and Urban Renewal – Land Registry), with effect from December 19, 2021 to February 11, 2023, on contract, subject to such terms and conditions as may be agreed upon between the Government of Saint Lucia and the employee.
4. Mr Alan Shari Joseph, to the post of Architect I, (Department of Physical Development and Urban Renewal – Physical Development Planning Services – Architecture), for the period June 1, 2022 to December 31, 2022 on contract, subject to such terms and conditions as may be agreed upon between the Government of Saint Lucia and the employee.

*Ministry of Agriculture, Fisheries, Food Security and Rural Development*

1. Ms Jn Nakie Grace Mia James, to the post of Accounts Clerk I, (Executive Direction and Administration – Budget and Finance), effective June 1, 2022.
2. Ms Luckee-Sha Nicole Clery, to the post of Clerk/Typist, (Executive Direction and Administration – General Administrative Support Services), effective July 01, 2022.

*Ministry of Health, Wellness and Elderly Affairs*

1. Mr Robin Martin Trim, to the post of Ambulance Driver, (Gros-Islet Polyclinic), effective July 1, 2022.
2. Ms Tashee Yann Felix, to the post Staff Nurse I, (Gros-Islet Polyclinic), effective July 1, 2022.
3. Mr Richard Alfred Cheong, to the post of Pharmacist IV, (Primary Health Care Services), for the period May 01, 2022 to December 31, 2022 on contract, subject to such terms and conditions as may be agreed upon between the Government of Saint Lucia and the employee.
4. Dr Gilberto Garriga, to the post of Medical Officer, (Community Health Care Services), for the period May 13, 2022 to May 12, 2024 on contract, subject to such terms and conditions as may be agreed upon between the Government of Saint Lucia and the employee.
5. Dr Shanda Lee Harracksingh, to the post of Medical Officer, (Community Health Care Services Unit), for the period May 15, 2022 to May 14, 2023 on contract, subject to such terms and conditions as may be agreed upon between the Government of Saint Lucia and the employee.
6. Dr Dana Da Costa Gomez, to the post of Medical Surveillance Officer, (Epidemiology Unit), for the period April 27, 2022 to April 26, 2023 on contract, subject to such terms and conditions as may be agreed upon between the Government of Saint Lucia and the employee.

7. Dr Wilber Bacchus Joseph, to the post of Medical Officer, (Soufriere Hospital), for the period April 29, 2022 to April 28, 2024 on contract, subject to such terms and conditions as may be agreed upon between the Government of Saint Lucia and the employee.
8. Dr Jacqueline Charles, to the post of Dental Surgeon, (Dental Health Unit), for the period April 27, 2022 to April 26, 2024 on contract, subject to such terms and conditions as may be agreed upon between the Government of Saint Lucia and the employee.

Ministry of the Public Service, Home Affairs,  
Labour and Gender Affairs

1. Ms Michelle Dahlia Popo, to the post of Clerk/Typist, (Department of Home Affairs – Police Administration – General Support Services), effective July 19, 2022.

Ministry of External Affairs, International Trade,  
Civil Aviation and Diaspora Affairs

1. Ms Angela St Denis, to the post of Administrative Secretary, (High Commission in London), with effect from June 06, 2022 to June 05, 2024, on contract, subject to such terms and conditions as may be agreed upon between the Government of Saint Lucia and the employee.

**CONFIRMATION OF  
APPOINTMENTS:**

Ministry of Finance, Economic Development  
and Youth Economy

1. Mrs Tara D Regis-Prince, Secretary III, Ministry of Equity, Social Justice and Empowerment (Policy Planning and Administrative Services – Executive Direction and Administration - Policy and Planning), in the post of Administrative Secretary, (Department of Finance – Corporate Office), effective May 25, 2022.

Ministry of Agriculture, Fisheries, Food Security  
and Rural Development

1. Ms Ingrid Xavier, Clerk III, (Crop Development – Planting Materials Production), in the post of Secretary III, (Executive Direction and Administration – General Administrative Support Services), effective May 31, 2022.
2. Ms Chelsea Philip, Clerk/Typist, (Executive Direction and Administration – General Administrative Support Services), in the post of Clerk III, (Crop Development – Planting Materials Production), effective May 31, 2022.

Department of Housing and Local Government

1. Ms Lynetta Natasha Paul, Secretary IV, Ministry of Agriculture, Fisheries, Food Security and Rural Development (Executive Direction and Administration – General Administrative Support Services), in the post of Administrative Secretary, effective May 31, 2022.

**ACTING APPOINTMENTS:**

Ministry of Education, Sustainable Development,  
Innovation, Science, Technology  
and Vocational Training

1. Mr Hilary Dwayne Augustin, Information Technician III, Ministry of Health, Wellness and Elderly Affairs (Public Health Care Services – Health Education Unit), as Graphic Artist III, (Department of Education, Innovation and Vocational Training – Policy, Planning and Administrative Services, Executive Direction and Administration, General Administrative Support Services), for the period May 09, 2022 to October 31, 2022.
2. Ms Cassilda Pamphile, Human Resource Officer II, as Human Resource Officer III, (Department of Education, Innovation and Vocational Training – Policy, Planning and Administrative Services, Executive Direction and Administration, Human Resource Management), for the period May 09, 2022 to November 01, 2022, vice Mrs Juliette Coureur-Sevenseals who has proceeded on vacation leave.
3. Mr Khalil Myers, Human Resource Assistant III, as Human Resource Officer I, (Department of Education, Innovation and Vocational Training – Policy, Planning and Administrative Services, Executive Direction and Administration, Human Resource Management), for the period May 09, 2022 to November 01, 2022, as a replacement for Ms Cassilda Pamphile who has been appointed to act in a higher post.
4. Ms Shamila Deborah Edward, Human Resource Assistant II, as Human Resource Assistant III, (Department of Education, Innovation and Vocational Training – Policy, Planning and Administrative Services, Executive Direction and Administration, Human Resource Management), for the period May 09, 2022 to November 01, 2022, vice Mr Khalil Myers who has been appointed to act in a higher post.
5. Ms Vernetta Francis, Storekeeper I, (Department of Education, Innovation and Vocational Training – Secondary Education), as Human Resource Assistant II, (Department of Education, Innovation and Vocational Training – Policy, Planning and Administrative Services, Executive Direction and

Administration, Human Resource Management), for the period May 09, 2022 to November 01, 2022, vice Ms Shamila Deborah Edward who has been appointed to act in a higher post.

6. Mr Jose Miguel Joseph, Audit Clerk I, Audit Department (Public Accountability and Oversight Services – Financial Compliance Audits – Audit Operations), as Storekeeper I, (Department of Education, Innovation and Vocational Training – Secondary Education), for the period May 09, 2022 to November 01, 2022, vice Ms Vernetta Francis who has been appointed to act in a higher post.
7. Ms Jahlin St Omer, Administrative Secretary, as Administrative Assistant, (Department of Education, Innovation and Vocational Training – Policy and Planning), for the period May 09, 2022 to October 31, 2022.
8. Mr Irvin Bellas, Process Server I, (District Court – Court Administration Services – Magistrate Court – Family Court), as Process Server II, (District Court – Court Administration Services – Magistrate Court – Second District – Second District Court), for the period April 01, 2022 to July 28, 2022.
9. Ms Pamela Antonia Leonty, Library Assistant I, (Department of Education, Innovation and Vocational Training – Library Services), as Clerk II, (Department of Education, Innovation and Vocational Training – Registry and Correspondence), for the period May 30, 2022 to November 30, 2022, vice Mr Jermaine Robert Michael Joseph who has been appointed to act in a higher post.
10. Ms Jannae Cidella Leon, Clerk/Typist, (Department of Education, Innovation and Vocational Training – Policy, Planning and Administrative Services – Executive Direction and Administration – Human Resource Management), as Secretary I, (Department of Education, Innovation and Vocational Training – Education Services – Secondary Education), for the period June 1, 2022 to July 31, 2022, vice Ms Kia Shanice Williams who has been appointed to act in a higher post.

Attorney General's Chambers

1. Ms Alita Solange Finisterre, Clerk of Court I, (Court Administration Services – Commercial Court), as Patent Examiner I, (Registrar of Companies and Intellectual Property – Management of Vital Records – Registration of Companies), for the period June 1, 2022 to June 22, 2022, vice Ms Leah Richards who has proceeded on medical leave.

Ministry of Health, Wellness and Elderly Affairs

1. Ms Heidi Khodra-Jaganath, Programme Officer I, (Substance Abuse Secretariat), as Licensing Inspector, (Corporate Planning), for the period March 14, 2022 to September 13, 2022.
2. Mr Rogevarro Lawrence, Information Technician II, Ministry of Tourism, Investment, Creative Industries, Culture and Information (Government Information Services), as Information Technician III, (Public Health Care Services – Health Education Unit), for the period May 09, 2022 to October 31, 2022, vice Mr Hilary Dwayne Augustin who has been appointed to act in a higher post.
3. Mr Arnold Lafeuillee, Statistician I, Ministry of Finance, Economic Development and Youth Economy (Department of Economic Development and Youth Economy – Statistics), as Biostatistician II, (Public Health Care Services – Epidemiology Unit), for the period May 10, 2022 to June 7, 2022, vice Mr Phil Leon who has proceeded on vacation leave.
4. Mr Velon Charmon, Environmental Health Officer II, as Environmental Health Officer III, (Public Health Care Services – Environmental Health), for the period May 23, 2022 to September 2, 2022, vice Ms Karen Joseph who has proceeded on vacation leave.
5. Mr Desmond Mc Lawrence, Service and Support Technician I, as Service and Support Technician II, (Executive Direction and Administration – Health Management Information), for the period June 1, 2022 to July 6, 2022, vice Mr Lyndon Athil who proceeded on vacation leave.
6. His Excellency, the Governor General, has approved the appointment of Ms Jenny Daniel, Deputy Permanent Secretary, to act as Permanent Secretary, (Executive Direction and Administration – Main Office), for the period May 31, 2022 to June 30, 2022.
7. His Excellency, the Governor General, has approved the appointment of Mrs Tessa Inglis, Human Resource Officer III, Ministry of Finance, Economic Development and Youth Economy (Department of Economic Development and Youth Economy – General Administrative Support Services), to act as Deputy Permanent Secretary, (Executive Direction and Administration – Main Office), for the period May 31, 2022 to June 30, 2022, vice Ms Jenny Daniel who has been appointed to act in a higher post.

Ministry of Equity, Social Justice  
and Empowerment

1. Mr Jermaine Robert Michael Joseph, Clerk III, Ministry of Education, Sustainable Development,

Innovation, Science, Technology and Vocational Training (Department of Education, Innovation and Vocational Training – Registry and Correspondence), as Executive Officer, (Boys’ Training Centre), for the period May 30, 2022 to November 30, 2022.

2. Ms Yvonna Dubois, Clerk/Typist, Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training (Department of Education, Innovation and Vocational Training – Education Services – Facilities Management), as Secretary II, (Boys’ Training Centre), for the period April 27, 2022 to June 30, 2022, vice Ms Crisencia David who has been appointed to act in a higher post.

*Department of Justice*

1. Ms Chantal J Menal, Accounts Clerk III, as Assistant Accountant I, (Executive Direction and Administration – Budget and Finance), for the period May 16, 2022 to August 15, 2022.
2. Mr Nathan Romuald Deterville, Accounts Clerk II, as Accounts Clerk III, (Executive Direction and Administration – Budget and Finance), for the period May 16, 2022 to August 15, 2022, vice Ms Chantal J Menal who has appointed to act in a higher post.
3. Ms Carcy Imani Girard, Accounts Clerk I, as Accounts Clerk II, (Executive Direction and Administration – Budget and Finance), for the period May 16, 2022 to August 15, 2022, vice Mr Nathan Romuald Deterville who has appointed to act in a higher post.
4. Ms Carlene Roxanne Giraudy, Transcriptionist I, (Policy Planning and Administrative Services – Court Reporting – CAT Reporting Unit), as Executive Officer, (Supreme Court Registry – Supreme Court Administration – Commercial Court Services), for the period May 9, 2022 to May 31, 2022, vice Ms Malaika Adonis who has been appointed to act in a higher post.
5. Ms Christal Chirnic Valcin, Clerk/Typist, (Executive Direction and Administration – General Administrative Support Services), as Transcriptionist I, (Policy Planning and Administrative Services – Court Reporting – CAT Reporting Unit), for the period May 9, 2022 to May 31, 2022, vice Ms Carlene Roxanne Giraudy who has been appointed to act in a higher post.
6. Mr Irvin Bellas, Process Server I, (District Court – Court Administration Services – Magistrate Court – Family Court), as Process Server II, (District Court – Court Administration Services – Magistrate Court – Second District – Second District Court), for the period April 01, 2022 to July 28, 2022.

7. Ms Abigail Mitchel, Clerk/Typist, as Secretary I, (Crown Prosecution – Crown Prosecution Services – Prosecution – Office of the Director of Public Prosecution – District I), for the period May 16, 2022 to June 30, 2022, vice Ms Shenelle Irene Isidore who has been appointed to act in a higher post.

8. Mr Troy Heliodore, Clerk I, (Management of Vital Records – Supreme Court Services), as Clerk of Court I (Court Administration Services – Commercial Court), for the period June 1, 2022 to June 22, 2022, vice Ms Alita Solange Finisterre who has been appointed to act in a higher post.

9. Ms Constance Melissa Jn Pierre, Administrative Secretary, Ministry of the Public Service, Home Affairs, Labour and Gender Affairs (Department of the Public Service – Human Resource Management Division – Public Service Management – Human Resource Management), as Court Reporter I, (Policy Planning and Administrative Services – Management of Vital Records – Court Reporting – C A T Reporting Unit), for the period June 01, 2022 to August 31, 2022, vice Mrs Miranda Bianca Wilson who has been appointed to act in another post.

10. Ms Carlene Roxanne Giraudy, Transcriptionist I (Policy Planning and Administrative Services – Court Reporting – CAT Reporting Unit), as Executive Officer, (Supreme Court Registry – Supreme Court Administration – Commercial Court Services), for the period June 1, 2022 to August 31, 2022, vice Ms Malaika Adonis who has been appointed to act in a higher post.

11. Ms Dena Francois, Clerk I, (Civil Status Registry – Management of Vital Records, Vital Records Services), as Transcriptionist I, (Policy Planning and Administrative Services – Court Reporting – CAT Reporting Unit), for the period June 1, 2022 to August 31, 2022, vice Ms Carlene Roxanne Giraudy who has been appointed to act in a higher post.

12. Ms Vernisha Moncherie, Postal Officer I, (Department of Finance – Postal Services), as Forensic Lab Assistant I, (Forensic Science – Forensic Science Services – Forensic Lab Services – Forensic Services Unit), for the period June 01, 2022 to July 31, 2022, vice Ms Tannyka John who has proceeded on study leave.

*Service Commissions*

1. Ms Kashia Gifford, Accounts Clerk III, Ministry of Youth Development and Sports, as Research Assistant III, Service Commissions (Administration – Policy and Planning – Integrity Commission), for the period April 04, 2022 to September 30, 2022.



Ministry of Commerce, Manufacturing, Business Development, Co-operatives and Consumer Affairs

1. Ms Kariah Sheena Medard, Assistant Accountant I, Ministry of Infrastructure, Ports, Transport, Physical Development and Urban Renewal (Department of Physical Development and Urban Renewal – Policy, Planning & Administrative Services - Executive Direction & Administration, Budgeting and Finance), as Co-operative Officer I, (Co-operatives – Co-operative Administration and Oversight – Oversight Services), for the period May 5, 2022 to June 09, 2022, vice Mrs Kasheema Sweeney who has been granted leave without pay.
2. Mr Lincy Duval, Clerk I, (Policy, Planning and Administrative Services – Executive Direction and Administration – General Administrative Support Services), as Accounts Clerk III, (Policy, Planning and Administrative Services – Executive Direction and Administration – Budgeting and Finance), for the period May 5, 2022 to June 09, 2022, vice Mr Bryson Hilaire who has been appointed to act in a higher post.
3. Mrs Mora La Corbiniere-Simon, Secretary III, (Policy Planning and Administrative Service – Executive Direction and Administration), as Secretary IV, (Consumer Affairs Department), for the period May 26, 2022 to June 14, 2022, vice Mrs Veronica Esnard-William who has proceeded on vacation leave.
4. Ms Ruthanne Carasco, Business Development Officer II, as Business Development Officer III, (Enterprise Development – Commerce and Industry Development Services – Small Enterprise Advisory Service), for the period May 30, 2022 to December 30, 2022.
5. Ms Heidi Kim Alcindor, Business Development Officer I, as Business Development Officer II, (Enterprise Development – Commerce and Industry Development Services – Small Enterprise Advisory Service), for the period May 30, 2022 to December 30, 2022, vice Ms Ruthanne Carasco who has been appointed to act in a higher post.
6. Mr Lloyd Jonathan Eugene, Customs Officer III, (Department of Finance – Customs and Excise), as Business Development Officer I, as Business Development Officer II, (Enterprise Development – Commerce and Industry Development Services – Small Enterprise Advisory Service), for the period May 30, 2022 to December 30, 2022, vice Ms Heidi Alcindor who has been appointed to act in a higher post.
7. Ms Fay Paulette Dubois, Clerk III, (Executive Direction and Administration – General Administrative Support

Services), as Secretary IV, for the period March 09, 2022 to August 15, 2022, vice Ms Karen Fawn Nelson who has been appointed to act in a higher post.

Ministry of the Public Service, Home Affairs, Labour and Gender Affairs

1. Mr Kevin Simon, Accounts Clerk I, Department of Justice (Executive Direction and Administration – Budget and Finance), as Fireman, (Department of Home Affairs – Saint Lucia Fire Service), for the period May 3, 2022 to October 31, 2022.
2. Mrs Suzette Giselle Joseph, Human Resource Assistant III, as Human Resource Officer I, (Department of the Public Service – Human Resource Management), for the period May 03, 2022 to May 31, 2022, as a replacement for Mrs Yasmine T Reynolds-Lambert who has been appointed to act in a higher post.
3. Ms Josette St Rose, Human Resource Assistant II, as Human Resource Assistant III, (Department of the Public Service – Human Resource Management), for the period May 03, 2022 to May 31, 2022, vice Mrs Suzette Giselle Joseph who has been appointed to act in a higher post.
4. Ms Malaika Adonis, Executive Officer, Department of Justice (Supreme Court Registry – Supreme Court Administration – Commercial Court Services), as Human Resource Assistant III, (Department of Home Affairs – Administrative – Executive Direction and Administration – General Support Services), for the period May 9, 2022 to May 31, 2022, vice Ms Geeter Ayana Joseph who has proceeded on leave without pay.
5. Mr Henry Kissinger Smith, Labour Officer III, as Assistant Labour Commissioner, (Department of Labour – Policy, Planning and Administrative Services – Executive Direction and Administration – Policy Planning), for the period May 09, 2022 to June 13, 2022, vice Mr Joseph Joseph who has been appointed to act in a higher post.
6. Mrs Sabrina Nicholas-Perpie, Labour Officer II, (Department of Labour – Labour Relations: Labour & Industrial Relations Services – Labour & Industrial Relations), as Labour Officer III, (Department of Labour – Policy, Planning and Administrative Services – Executive Direction and Administration – Policy and Planning), for the period May 09, 2022 to June 13, 2022, vice Mr Henry Kissinger Smith who has been appointed to act in a higher post.
7. Ms Latoya Felix, Labour Officer I, as Labour Officer II, (Department of Labour – Labour Relations: Labour & Industrial Relations Services – Labour & Industrial Relations), for the period May 09, 2022 to June 13,

2022, vice Mrs Sabrina Nicholas-Perpie who has been appointed to act in a higher post.

8. Ms Melissa Paul, Secretary I, (Department of Labour – Wages Commission), as Labour Officer I, Ministry of the Public Service, Home Affairs, Labour and Gender Affairs (Department of Labour – Labour Relations: Labour & Industrial Relations Services – Labour & Industrial Relations), for the period May 09, 2022 to June 13, 2022, vice Ms Latoya Felix who has been appointed to act in a higher post.

9. Ms Brittney Lottoya Edmund, Clerk I, Ministry of Infrastructure, Ports, Transport, Physical Development and Urban Renewal (Department of Physical Planning and Urban Renewal - Land Administration, Land Administration Services, Land Registry), as Secretary I, (Department of Labour – Wages Commission), for the period May 09, 2022 to June 13, 2022, vice Ms Melissa Paul who has been appointed to act in a higher post.

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## VACANCY NOTICES

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*GOVERNMENT OF SAINT LUCIA  
Ministry of the Public Service, Home Affairs,  
Labour and Gender Affairs*

*DEPARTMENT OF LABOUR*

### **POST OF LABOUR COMMISSIONER RESPONSIBILITIES AND RELATIONSHIPS**

1. To provide direction and leadership in the administration of labour legislation, policies and standards, by fostering social dialogue; recommending preventative and conciliatory strategies; directing research and investigations; and ensuring adequate reporting, to promote statutory compliance, social justice and a harmonious industrial relations climate.
2. To manage assigned staff and resources to ensure work programmes are implemented in accordance with legislative and operational requirements and established labour practices.
3. Reports to the Minister on matters relating to the implementation of the Labour Act Chapter 16.04 of the revised laws of Saint Lucia.
4. Responds to the Labour Tribunal as required and liaises with the International Labour Organisation, other international organisations, employers' and employees' representative organisations, employers, employees and the general public on matters relating to work-in-progress.

### **DUTIES AND TASKS**

1. Coordinates the implementation and administration of labour legislation, policies and standards by assessing labour-related matters to provide expert technical advice; promoting compliance through tripartite dialogue; and delegating authority as required to direct requisite investigations and inspections, to foster a harmonious industrial relations climate.
2. Leads and manages assigned staff through target setting, continuous dialogue, mentoring, coaching and assessment of individual staff performance to ensure effective performance management.
3. Assists in the monitoring and evaluation of the department's work programme by supporting strategic

planning exercises, continuously assessing work-in-progress and conducting consultation with relevant stakeholders/partners to ensure seamless and timely implementation of departmental objectives.

4. Reviews and analyses correspondence and other official documents to recommend appropriate action and ensure outgoing correspondence conforms to established standards and procedures, to maintain consistency in policy advice and guidance.
5. Serves as adviser on a range of labour-related matters by undertaking and directing research and analysis, interpreting legislation and policies and preparing prescribed documentation to make recommendations to the Minister, social partners and other stakeholders, to foster consistency in the application of labour policies.
6. Recommends measures for the prevention or settlement of industrial disputes/labour infringements by guiding stakeholders on rights and obligations to promote compliance, deliberating on matters or directing to the Labour Tribunal, assessing risk levels associated with proposals and supervising the election of bargaining agents, to promote social justice and foster a harmonious labour relations climate.
7. Conducts hearings on complex labour issues in accordance with standard operating procedures through the assessment of preliminary reports, case notes and other documentation; undertaking requisite investigations; summoning parties to institute hearings/proceedings; and analysing claims to negotiate settlements/awards, towards ensuring due process in the deliberation of labour matters.
8. Leads research on labour-related matters by fostering stakeholder consultation; participating in the development of research protocols; and directing the dissemination of pre-approved information on labour market surveys, conditions of employment, labour inequalities, productivity and other related indicators, to enable occupational forecasting and facilitate data-driven policy.
9. Supervises the development, implementation and maintenance of proficient records management systems in accordance with standard operating

procedures, to ensure the retention and accessibility of robust labour-related data that serve the information needs of stakeholders, enable reporting obligations and promote accountability and transparency.

10. Ensures the formulation/enhancement of a public relations strategy for the implementation of strategic communication programmes by participating in the development of communication protocols and analysing broadcast content to ensure conformity with established standards and procedures and foster awareness of labour issues and consistency in policy advice.
11. Represents the Department on committees, conferences, meetings at the local, regional and international levels to articulate government's policy position and foster networking and alliances.
12. Establishes linkages with all relevant stakeholders through collaboration and networking at the local, regional and international levels, to enable information sharing, knowledge transfer and the identification of requisite resources to fulfill the mandate of the department.
13. Collaborates with stakeholders in the development and review of legislation, regulations, policies and standards to highlight deficits and make recommendations for improvements in the administration of labour legislation, in accordance with established practices.
14. Assists with the coordination of the annual budgetary process of the department through participation in budget planning meetings; and analysing and reviewing budget submissions for accuracy and to ensure that key objectives and activities for the upcoming budget year are reflected.
15. Prepares requisite reports, briefing notes, factsheets and other policy documents as prescribed, to enable a comprehensive review of set targets and labour policy objectives, permit the assessment of the decent work agenda, facilitate decision-making and promote accountability and transparency.
16. Facilitates continuous learning through training, workshops and meetings by applying effective training methodologies and presentation skills to build capacity in labour relations.
17. Initiates and designs training and learning plans for the Department in line with strategic priorities by identifying training gaps, conducting research and networking, to secure training opportunities and assistance, to enable continuous learning and develop capacity and a highly motivated team.
18. Performs any other job-related duties as may be assigned.

## CONDITIONS

1. Congenial accommodation is provided within a general administrative office.
2. Institutional support is provided through the Constitution of Saint Lucia, appropriate civil service rules and regulations, Estimates of Expenditure and Revenue, Finance (Administration) Act, Labour Act Chapter 16.04 of the revised laws of Saint Lucia, Collective Agreements, Standard Operating Procedures and other relevant supporting regulations and policy documents.
3. Opportunities exist for personal development through established orientation and training programmes, as outlined in the Public Service Training and Development Policy.
4. May be required to work beyond the normal working hours.
5. Required to remain current on practices and developments in strategic management and leadership and labour related matters.
6. Required to demonstrate political acuity.
7. Required to exercise integrity, confidentiality and professionalism in the conduct of duties.
8. Functions in a scheduled travelling post with travel allowance in accordance with that stipulated in the terms and conditions of employment.
9. Required to own and maintain a motor vehicle for the proper performance of duties and to possess a valid driver's licence.
10. May be required to travel regionally and internationally in the conduct of duties.
11. Required to conduct duties in varying locations with exposure to possible volatile situations.
12. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

## KNOWLEDGE, SKILLS AND ABILITIES

1. Expert knowledge of the machinery of government and ability to interpret and apply its administrative policies and procedures.
2. Expert knowledge of, and ability to interpret and apply the Labour Act Chapter 16.04 of the revised laws of Saint Lucia, Collective Agreements and Standard Operating Procedures.
3. Expert knowledge of, and ability to interpret and apply established labour principles and practices, including industrial relations, collective bargaining, grievance procedures and dispute resolution.
4. Advanced knowledge of, and ability to interpret and apply the Constitution of Saint Lucia, appropriate civil service rules and regulations, Estimates of Expenditure

- and Revenue, Finance (Administration) Act and other relevant supporting regulations and policy documents.
5. Expert leadership and management skills with the ability to inspire and motivate staff.
  6. Expert analytical and conceptualisation skills.
  7. Expert interpersonal skills and consistently demonstrates emotional intelligence.
  8. Expert negotiation and mediation skills.
  9. Expert oral and written communication, listening and presentation skills.
  10. Expert business process management, organisational and project management skills.
  11. Advanced numeracy, research, data collection and data analysis skills.
  12. Intermediate computer literacy skills; with the ability to manipulate software applications such as word processing, databases, spreadsheets, presentation programmes and a labour management information system.
  13. Ability to exercise judgment, tact, impartiality, decisiveness and clarity in the execution of duties.
  14. Ability to effectively develop and maintain working relationships with team members and other stakeholders.
  15. Ability to manage time in a fast paced environment, meet deadlines and remain calm under pressure.
  16. Ability to institute investigative techniques, hearings and other proceedings in assessing labour matters.
  17. Ability to analyse labour contracts and agreements to provide advice on labour matters.
  18. Intellectually acute, visionary, innovative and capable of translating ideas into policies.
  5. Demonstrated knowledge of, and ability to institute labour market surveys.
  6. Demonstrated application of job knowledge and/or technical expertise relevant to the job, and quality of advice provided.
  7. Demonstrated leadership and management skills.
  8. Demonstrated analytical and conceptualisation skills.
  9. Demonstrated interpersonal skills and emotional intelligence.
  10. Demonstrated negotiation and mediation skills.
  11. Demonstrated effectiveness of oral and written communication, listening and presentation skills.
  12. Demonstrated business process management, organisational and project management skills.
  13. Demonstrated numeracy, research, data collection and data analysis skills.
  14. Demonstrated computer literacy skills.
  15. Demonstrated acceptance of responsibilities and authority of the post and ability to take effective decisions.
  16. Demonstrated ability to complete assignments and tasks as defined by performance targets.
  17. Demonstrated ability to remain current on practices and developments in strategic management and leadership and labour related matters.
  18. Demonstrated ability to exercise initiative, judgment, tact and diplomacy in the execution of duties.
  19. Demonstrated ability to effectively develop and maintain working relationships with team members and other stakeholders.
  20. Demonstrated ability to manage time in a fast paced environment, meet deadlines and remain calm under pressure.

#### **EVALUATION METHOD**

1. Demonstrated knowledge of the machinery of government and ability to interpret and apply its administrative policies and procedures.
2. Demonstrated knowledge of, and ability to interpret and apply the Labour Act Chapter 16.04 of the revised laws of Saint Lucia., Collective Agreements and Standard Operating Procedures.
3. Demonstrated knowledge of, and ability to interpret and apply the Constitution of Saint Lucia, appropriate civil service rules and regulations, Estimates of Expenditure and Revenue, Finance (Administration) Act and other relevant supporting regulations and policy documents.
4. Demonstrated knowledge of, and ability to interpret and apply established labour principles and practices.
21. Demonstrated intellectual acuity and ability to be visionary and innovative.

#### **QUALIFICATIONS AND EXPERIENCE**

1. Master's degree in Industrial/Labour Relations or a related field plus four (4) years Civil Service experience in a post at Grade 15 or above; or at least four (4) years relevant professional experience.

**OR**

2. Bachelors Degree plus Postgraduate Diploma in Industrial/Labour Relations or related field plus four (4) years Civil Service experience in a post at Grade 15 or above; or at least four (4) years relevant professional experience.



### SALARY

Salary is at the rate of **EC \$103,194.00** per annum (Grade 19, Step I).

### HOW TO APPLY

Applications should be made on the prescribed Government of Saint Lucia Employment Application Form, and should be addressed to:

**The Secretary  
Public Service Commission  
Sir Stanislaus James Building  
The Waterfront  
Castries, St. Lucia**

**Applications are to reach the above address no later than August 12, 2022.**

Only suitable candidates will be acknowledged.

**Please be advised that candidates who meet the minimum qualifications and experience may not be considered for an interview; only the candidates with the best qualifications and experience will be short listed for interviews.**

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*Ministry of Education, Sustainable Development,  
Innovation, Science, Technology and Vocational Training*

### POST OF CURRICULUM OFFICER III- NATURAL SCIENCE

#### JOB DESCRIPTION

**JOB TITLE:** Curriculum Officer III- Natural Science

**CLASSIFICATION:** Grades 13

**REPORTS TO:** Education Officer – CAMDU

**SUPERVISES:** The processes of management of the subject curriculum.

#### RELATIONSHIPS AND RESPONSIBILITIES

1. Develops, implements, monitors and evaluates curriculum for Science at the primary and secondary schools.
2. Supervises and monitors instruction at the primary and secondary levels.
3. Identifies relevant books, resources and materials and makes recommendations to Education Officers and Principals.

#### DUTIES AND TASKS

1. Designs curriculum by consulting relevant stakeholders, conducts research and questionnaires and co-ordinates the implementation at different levels within the school system via school visits, assessment evaluations and participation of students in activities to ensure relevance of the Curriculum.

2. Acquaints teachers and principals with the objectives, methodology and scope of the Curriculum by conducting meetings and workshops to share up-to-date information so as to enhance instruction and student and teacher performance.
3. Visits schools to provide assistance to teachers with planning by providing assistance through clinical and on the job support to enhance curriculum delivery and manage instructional time.
4. Reviews and updates curriculum by conducting sensitizing workshops through on-going assessment and monitoring of the current challenges to provide relevant feedback from teachers to guide the process of Curriculum review.
5. Monitors, assesses and provides feedback on the implementation of the Curriculum in schools by working with principals and education officers in resolving problems related to Curriculum and Instruction so as to make the necessary recommendations for improvement.
6. Organizes orientation and in-service workshops for Heads of Departments, teachers, principals and education officers on Curriculum, pedagogical issues and assessment by collaborating with the Chief Education Officer, District Education Officers, principals and resource persons to ensure effective delivery of the Curriculum.
7. Assists with planning, vetting and implementing of internal assessment at primary and secondary schools by collaborating with the Educational Evaluation and Assessment Unit to ensure reliability and validity of examination.
8. Organizes activities and programmes by conducting needs analysis to organize training that would help to enhance instruction.
9. Provides leadership in the formation and operation of subject associations and groups by providing the relevant guidance and support to motivate those groups.
10. Prepares and submits weekly schedules, work plans and termly reports to Education Officer/CAMDU and a yearly work plan to the Deputy Chief Education Officer – Instruction for approval so as to ensure accountability.
11. Collaborates with external agencies in matters related to subject areas by submitting proposals and requests and conducts follow-up meetings to acquire needed support.
12. Represents the Ministry on committees relevant to the subject area both locally and overseas by attending meetings, workshops, symposiums whenever the opportunity arises.

13. Assists in the preparation of the annual estimates of expenditure and quarterly allocations for the Unit to ensure that spending is kept within the constraints of approved budget.
  14. Liaises with Sir Arthur Lewis Community College on matters pertaining to Curriculum delivery by conducting guest lectures in different subject areas for effective delivery of Curriculum.
  15. Performs any other related duties as may be assigned from time to time.
2. demonstration of intention to work co-operatively with others and to be part of a team. Builds trust, inspires enthusiasm, resolves conflict and develops consensus;
  3. proven knowledge and understanding of current job related policies, procedures, instructions and the use of relevant technology;
  4. provision of timely feedback to teachers, principals, education officers and supervisors and quality of advice provided and effectiveness of solutions implemented;
  5. quality and efficiency as measured by accuracy and effectiveness of work;
  6. arrival at work as prescribed by existing rules and regulations;
  7. timely completion and accuracy of work generated;
  8. compliance with Departmental, Ministry's Guidelines and Standard Operating Procedures;
  9. effective implementation of duties, responsibilities and assignments as defined in the Job Description.

### CONDITIONS

1. Accommodation provided in a general administrative office.
2. The processes of the Unit will be done on the basis of team work. The officer will be expected to be an active team member who understands all the processes of the Unit.
3. The officer will be required to maintain a motor vehicle to function in a scheduled travelling post and is required to be in the field.
4. The officer will receive a travelling allowance in accordance with approved rates established by the Government of St. Lucia.
5. The officer will be required to attend regular staff meetings and Heads of Department meetings.
6. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates/ Collective Agreement and is liable to taxation in accordance with the Income Tax Ordinance.
7. Institutional support will be provided through appropriate Civil Service and Teaching Service Regulations, Statutory Instrument and Departmental Guidelines.
8. Vacation Leave will be provided in accordance with existing rules and regulations governing the Public Service.
9. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses).
10. Housing, free medical attention and medicine will not be provided.

### EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. commitment and drive to reach successful outcomes both at an individual and team level (taking action, showing initiative, consistently delivering against targets);

### SKILLS, KNOWLEDGE AND ABILITIES

1. A progressive attitude and professional demeanour.
2. Excellent oral and written communication skills.
3. Capacity to provide instructional leadership.
4. Sound clinical supervisory skills.
5. Sound skills in monitoring and evaluating instruction and curriculum.
6. Sound decision-making skills including analytic and problem solving skills.
7. Working knowledge of education theory and practice including modalities of instruction.
8. Ability to maintain a high standard of ethics, honesty and integrity and exercise good judgment in carrying out the goals and objectives of the Unit.
9. Ability to check and/or monitor work quality and process, by insisting on standards and accountability for meeting performance measures.
10. Ability to effectively relate to internal and external customers.
11. Ability to exercise sound analytical skills, judgement and to adopt appropriate solutions.
12. Ability to establish and maintain effective working relationships with peers and other stakeholders.

### QUALIFICATIONS AND EXPERIENCE

The candidate should possess the following:

A Master's Degree in Curriculum Development or Instructional Design plus a Bachelor's Degree in Natural Science plus five (5) years teaching experience as a trained teacher.

**SALARY**

Salary is at a rate of EC\$60,083.74 per annum (Grade 13, Step 1).

**GENERAL**

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications MUST be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

Please note that:

1. **performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;**
2. **the successful applicant may be given an acting appointment for up to twelve (12) months; and**
3. **applicants are required to indicate administrative positions held and experience gained.**

**HOW TO APPLY**

Applications on the prescribed forms should be addressed to:

**The Secretary  
Teaching Service Commission  
Stanislaus James Buildings  
The Waterfront  
CASTRIES**

**Completed application forms should reach the Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

*Government of Saint Lucia  
Ministry of Education, Sustainable Development,  
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**POST OF EDUCATION OFFICER III –  
DISTRICT II**

**OFFICE IDENTIFICATION**

**JOB TITLE:** Education Officer III

**DEPARTMENT:** District II

**CLASSIFICATION:** Grade 17

**REPORTS TO:** Chief Education Officer

**SUPERVISES:** Staff in the District Office and Principals of respective district

**RELATIONSHIPS AND RESPONSIBILITIES**

1. Liaises with the Permanent Secretary, Deputy Permanent Secretary, Chief Education Officer, Deputy Chief Education Officer - Instruction, Chief Planning Officer, Principals, Teachers, Students, representatives of denominational schools, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor agencies;
2. Works in collaboration with the Chief Education Officer to ensure that schools are administered in a proper and efficient manner;
3. Supervises and supports schools within the District and serves as liaison between the Department of Education and schools.

**DUTIES AND TASKS**

1. Manages the District Education Office through monitoring and supervision of staff to ensure that the objectives of the District are met;
2. Provides general supervision of instruction at schools by visiting each school at least twice per term to ensure effective delivery of the programme of instruction;
3. Intervenes on matters which may impact negatively on instruction at schools by visiting each school at least twice per term to ensure effective delivery of the programme of instruction;
4. Advises principals on matters of school administration and organization by maintaining appropriate dialogue and providing the relevant support needed to ensure quality in the school system.
5. Informs the Chief Education Officer of school issues and makes recommendations for action so that schools may operate more effectively;

6. Assists schools in obtaining the necessary curricula, curriculum materials and other documents essential to the planning and effective delivery of instruction;
  7. Initiates, organizes and assists with the development and delivery of appropriate in-service and orientation training programmes for principals and staff to help strengthen the capacities to effectively manage instruction at schools;
  8. Develops, implements and evaluates a District Improvement Plan by collaborating with relevant stakeholders to ascertain that the District has strategic focus that will assist in achieving the Department of Education's goals;
  9. Keeps a log of school visits, termly reports and annual progress reports on the officer's programme of activities and submits to the Chief Education Officer for sound decision making;
  10. Assists principals in formulating and evaluating annual performance objectives and plans by providing guidance and making the necessary recommendations for school development and improvement;
  11. Co-ordinates annual performance reviews of schools within the District through dialogue with principals and staff and submits reports to the Chief Education Officer for informed decision making;
  12. Works closely with other team members to prepare annual budget for the District by incorporating the yearly activities in order to adopt a clear understanding of what the District intends to achieve;
  13. Advises the Ministry on resources and other material needs of schools to ensure that all schools have the required resources that will enhance the teaching/learning process resulting in greater student achievement;
  14. Harness support from the community for the further development of the school;
  15. Performs other duties as may be assigned from time to time by the Permanent Secretary, Chief Education Officer and Head of Department.
4. The officer will be required to maintain a motor vehicle to function in a scheduled travelling post and is expected to be in the field;
  5. The officer will receive a travelling allowance in accordance with approved rates established by the Government of Saint Lucia;
  6. The officer is required to attend regular Heads of Department meetings and to report on the progress of the District;
  7. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates/Collective Agreement and is liable to taxation in accordance with the Income Tax Act Chapter 15.02;
  8. Institutional support will be provided through the appropriate Civil Service and Teaching Service Regulations, Statutory Instruments and Departmental Guidelines;
  9. Vacation leave will be provided in accordance with existing rules and regulations governing the Public Service;
  10. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses);
  11. Housing, free medical attention and medicine will not be provided.

**KNOWLEDGE SKILLS AND ABILITIES**

- CONDITIONS**
1. Accommodation provided in the general administrative office;
  2. The processes of the Unit will be done on the basis of team work. The officer will be expected to be an active team member who understands all the processes of the Unit;
  3. The officer will be required to maintain a high level of integrity, confidentiality, honest and trust at all times;
1. A progressive attitude and professional demeanor;
  2. Sound decision-making skills including analytic and problem solving skills;
  3. Sound leadership, managerial and supervisory skills;
  4. Sound knowledge of the Standard Operating Procedures contained in the Ministry's Operations Manual;
  5. Ability to develop and implement strategic plans;
  6. Ability to maintain a high standard of ethics, honesty and integrity in carrying out the goals and objectives of the Unit;
  7. Ability to effectively manage and supervise the budget and activities/programmes of the District Education Office;
  8. Ability to motivate, counsel and mentor staff;
  9. Ability to establish and maintain effective linkages with both internal and external customers;
  10. Ability to effectively communicate both orally and in writing.



**EVALUATION METHOD**

**Work performance will be evaluated on the basis of:**

1. Impact of training programmes designed and implemented;
2. Effectiveness and quality of supervision and monitoring provided in the programme of instruction in schools and in the resolution of problems related to the general operation of schools;
3. Effective demonstration of supervisory and management capabilities;
4. Quality of assessment conducted;
5. Timely completion and quality of reports generated;
6. Capability to maintain appropriate linkages with internal and external customers;
7. Proven knowledge and understanding of current job related policies, procedures, instructions and the use of relevant technology;
8. Compliance with Departmental, Ministry's Guidelines and Standard Operating Procedures;
9. Effective implementation of duties, responsibilities and assignments as defined in the Job Description.

**QUALIFICATION AND EXPERIENCE**

The candidates should possess **at least one** of the following:

- A Master's Degree in Educational Administration or a related field, **plus** a Bachelor's Degree in Educational Administration, or related field, plus three (3) years experience in an administrative position with responsibility for the management of an Education Division, Primary or Secondary School, Planning or Curriculum;

**OR**

- A Master's Degree in Educational Administration or a related field, **plus** five (5) years experience in an administrative position with responsibility for the management of an Education Division, Primary or Secondary School, Planning or Curriculum;

**Plus** a Trained Teachers' Teacher.

**Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.**

**SALARY**

Salary is at a rate of EC\$75,761.98 per annum (Grade 17, Step 1).

**GENERAL**

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications **MUST** be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

**Please note that:**

1. **performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;**
2. **the successful applicant may be given an acting appointment for up to twelve (12) months; and**
3. **applicants are required to indicate administrative positions held and experience gained.**

**HOW TO APPLY**

Applications on the prescribed forms should be addressed to:

**The Secretary  
Teaching Service Commission  
Stanislaus James Buildings  
The Waterfront  
CASTRIES**

**Completed application forms should reach the Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

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**POST OF  
EDUCATION OFFICER III – DISTRICT V**

**OFFICE IDENTIFICATION**

**JOB TITLE:** Education Officer III

**DEPARTMENT:** District V

**CLASSIFICATION:** Grade 17

**REPORTS TO:** Chief Education Officer

**SUPERVISES:** Staff in the District Office and Principals of respective district

**RELATIONSHIPS AND RESPONSIBILITIES**

1. Liaises with the Permanent Secretary, Deputy Permanent Secretary, Chief Education Officer, Deputy Chief Education Officer - Instruction, Chief Planning Officer, Principals, Teachers, Students, representatives of denominational schools, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor agencies;
2. Works in collaboration with the Chief Education Officer to ensure that schools are administered in a proper and efficient manner;
3. Supervises and supports schools within the District and serves as liaison between the Department of Education and schools.

**DUTIES AND TASKS**

1. Manages the District Education Office through monitoring and supervision of staff to ensure that the objectives of the District are met;
2. Provides general supervision of instruction at schools by visiting each school at least twice per term to ensure effective delivery of the programme of instruction;
3. Intervenes on matters which may impact negatively on instruction at schools by visiting each school at least twice per term to ensure effective delivery of the programme of instruction;
4. Advises principals on matters of school administration and organization by maintaining appropriate dialogue and providing the relevant support needed to ensure quality in the school system.
5. Informs the Chief Education Officer of school issues and makes recommendations for action so that schools may operate more effectively;
6. Assists schools in obtaining the necessary curricula, curriculum materials and other documents essential to the planning and effective delivery of instruction;
7. Initiates, organizes and assists with the development and delivery of appropriate in-service and orientation training programmes for principals and staff to help strengthen the capacities to effectively manage instruction at schools;

8. Develops, implements and evaluates a District Improvement Plan by collaborating with relevant stakeholders to ascertain that the District has strategic focus that will assist in achieving the Ministry of Education's goals;
9. Keeps a log of school visits, termly reports and annual progress reports on the officer's programme of activities and submits to the Chief Education Officer for sound decision making;
10. Assists principals in formulating and evaluating annual performance objectives and plans by providing guidance and making the necessary recommendations for school development and improvement;
11. Co-ordinates annual performance reviews of schools within the District through dialogue with principals and staff and submits reports to the Chief Education Officer for informed decision making;
12. Works closely with other team members to prepare annual budget for the District by incorporating the yearly activities in order to adopt a clear understanding of what the District intends to achieve;
13. Advises the Ministry on resources and other material needs of schools to ensure that all schools have the required resources that will enhance the teaching/learning process resulting in greater student achievement;
14. Harness support from the community for the further development of the school;
15. Performs other duties as may be assigned from time to time by the Permanent Secretary, Chief Education Officer and Head of Department.

**CONDITIONS**

1. Accommodation provided in the general administrative office;
2. The processes of the Unit will be done on the basis of team work. The officer will be expected to be an active team member who understands all the processes of the Unit;
3. The officer will be required to maintain a high level of integrity, confidentiality, honest and trust at all times;
4. The officer will be required to maintain a motor vehicle to function in a scheduled travelling post and is expected to be in the field;
5. The officer will receive a travelling allowance in accordance with approved rates established by the Government of Saint Lucia;
6. The officer is required to attend regular Heads of Department meetings and to report on the progress of the District;

7. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates/Collective Agreement and is liable to taxation in accordance with the Income Tax Act Chapter 15.02;
8. Institutional support will be provided through the appropriate Civil Service and Teaching Service Regulations, Statutory Instruments and Departmental Guidelines;
9. Vacation leave will be provided in accordance with existing rules and regulations governing the Public Service;
10. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses);
11. Housing, free medical attention and medicine will not be provided.

#### KNOWLEDGE SKILLS AND ABILITIES

1. A progressive attitude and professional demeanor;
2. Sound decision-making skills including analytic and problem solving skills;
3. Sound leadership, managerial and supervisory skills;
4. Sound knowledge of the Standard Operating Procedures contained in the Ministry's Operations Manual;
5. Ability to develop and implement strategic plans;
6. Ability to maintain a high standard of ethics, honesty and integrity in carrying out the goals and objectives of the Unit;
7. Ability to effectively manage and supervise the budget and activities/programmes of the District Education Office;
8. Ability to motivate, counsel and mentor staff;
9. Ability to establish and maintain effective linkages with both internal and external customers;
10. Ability to effectively communicate both orally and in writing.

#### EVALUATION METHOD

**Work performance will be evaluated on the basis of:**

1. Impact of training programmes designed and implemented;
2. Effectiveness and quality of supervision and monitoring provided in the programme of instruction in schools and in the resolution of problems related to the general operation of schools;

3. Effective demonstration of supervisory and management capabilities;
4. Quality of assessment conducted;
5. Timely completion and quality of reports generated;
6. Capability to maintain appropriate linkages with internal and external customers;
7. Proven knowledge and understanding of current job related policies, procedures, instructions and the use of relevant technology;
8. Compliance with Departmental, Ministry's Guidelines and Standard Operating Procedures;
9. Effective implementation of duties, responsibilities and assignments as defined in the Job Description.

#### QUALIFICATION AND EXPERIENCE

The candidates should possess **at least one** of the following:

- A Master's Degree in Educational Administration or a related field, **plus** a Bachelor's Degree in Educational Administration, or related field, plus three (3) years experience in an administrative position with responsibility for the management of an Education Division, Primary or Secondary School, Planning or Curriculum;

**OR**

- A Master's Degree in Educational Administration or a related field, **plus** five (5) years experience in an administrative position with responsibility for the management of an Education Division, Primary or Secondary School, Planning or Curriculum;

**Plus** a Trained Teachers' Teacher.

**Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.**

#### SALARY

**Salary is at a rate of EC\$75,761.98 per annum (Grade 17, Step 1).**

#### GENERAL

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications **MUST** be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For**

applicants outside of the school system, testimonials should be from immediate supervisors.

Please note that:

1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant may be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate administrative positions held and experience gained.

#### HOW TO APPLY

Applications on the prescribed forms should be addressed to:

**The Secretary  
Teaching Service Commission  
Stanislaus James Buildings  
The Waterfront  
CASTRIES**

**Completed application forms should reach the Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

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#### **POST OF EDUCATION OFFICER I – NATIONAL ENRICHMENT AND LEARNING UNIT (NELU)**

#### **OFFICE IDENTIFICATION**

**JOB TITLE:** Education Officer I

**DEPARTMENT:** National Enrichment and Learning Unit (NELU)

**CLASSIFICATION:** Grade 15

**REPORTS TO:** Education Officer III (NELU)

**SUPERVISES:** Centre Coordinators, facilitators and National Enrichment and Learning Programme (NELP)

#### **RELATIONSHIPS AND RESPONSIBILITIES**

1. Liaises with the Permanent Secretary, Chief Education Officer, Head of Department, Education Officers

(NELU), District Education Officers, Principals, Centre Coordinators, Facilitators, Janitors employed by The NELU, NGOs involved in Adult Education, members of the public and other Government Ministries.

2. Responds whenever necessary to the Permanent Secretary and Chief Education Officer on matters relating to work in progress.
3. Supervises the National Enrichment and Learning Programme.

#### **DUTIES AND TASKS**

1. Supervises and monitors work done in the various Adult Learning Centres within the region by providing guidance to the co-ordinators and facilitators to ensure effective delivery of the curriculum;
2. Submits a schedule of centre visits to the Head of Department at least two days prior to visit to facilitate the smooth functioning of the Unit.
3. Assists in the planning and co-ordination of the National Enrichment and Learning Programme and any other programme/project implemented by The NELU by advising Centre co-ordinators and facilitators on matters of centre administration and organization to ensure the upkeep of quality teaching;
4. Assists in the various record keeping and reporting process as required by the department by providing information on various Centres to enable sound decision making.
5. Assists with preparation of correspondence, record keeping, report processing, project proposals, annual budget, quarterly reports and articles for the media by making reference to Centre reports to enable effective decision making;
6. Conducts training programmes for co-ordinators, facilitators or other programme participants by hosting workshops at the district or community level to ensure that the necessary skills are provided for the effective implementation of programmes;
7. Visits centres twice monthly and in the absence of a co-ordinator, visits once weekly, but in case of any emergency or urgent matters to be dealt with, an additional visit can be made to deal with the matter in order to ensure the effective running of the Centre;
8. Attends and participates in closing exercises/ graduations for participants of the programme to provide required support to graduates;
9. Attends meetings/workshops organized by the Unit and the Ministry for overall improvement in the quality of programmes imparted;



10. Submits end of cycle reports and annual progress reports to the Head of Department for ease of referencing and to make relevant recommendations for improvement;
11. Keeps a log of centre visits and submits to the Head of Department at the end of each month to facilitate timely processing of payment;
12. Assists in establishing new Centres by consulting with personnel from communities or establishments in conducting evaluations and needs assessments for the potential Centres to determine which programmes are appropriate and would cater to the needs of the community or establishment;
13. Performs other duties as may be assigned from time to time by the Permanent Secretary, Chief Education Officer and Head of Department.

### **CONDITIONS**

1. Congenial accommodation is provided within a general administrative office.
2. Institutional support is provided through appropriate civil service regulations, departmental guidelines, standard operating procedures, Finance (Administration) Act and supporting regulations.
3. Opportunities exist for personal development.
4. The processes of the Unit will be carried out on the basis of team work. The officer will be expected to be an active team member who understands all the processes of the Unit and contributes to the implementation of programmes/projects;
5. Required to be present on the job and on time for work, meetings, and other official activities and work beyond normal working hours, holidays, weekends, official functions.
6. Required to exercise a high degree of integrity, confidentiality and professionalism in the conduct of duties; required to demonstrate a high level of political acuity.
7. Functions in a scheduled traveling post with travel allowance provided.
8. Required to maintain a motor vehicle for the proper performance of duties.
9. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.
10. Vacation leave will be provided in accordance with existing rules and regulations governing the Public Service;
11. Housing, free medical attention and medicine will not be provided.

### **KNOWLEDGE SKILLS AND ABILITIES**

1. A working knowledge of and ability to interpret Education Act and Teaching Service Rules and Regulations; Ministry's Procedures, Staff Orders, Financial and Store Rules, Standard Operation Procedures contained in the Ministry's Operations Manual, Collective Agreements and other operation procedures;
2. Ability to check and/or monitor work quality and process, by insisting on standards and accountability for meeting performance measures;
3. A progressive attitude and professional demeanour;
4. Demonstration of a high level of confidentiality;
5. A working knowledge of the Saint Lucia education system; familiarity with the Economic reviews and research documents on the education system of Saint Lucia and education systems of the Organization of Eastern Caribbean States (OECS) and beyond;
6. Competent in the use of computer applications;
7. Research on best practices;
8. Ability to take and give advice and work as part of a team;
9. General administrative, human relations and clinical supervisory skills;
10. Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
11. Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
12. Decisiveness, soundness of judgment and success in issuing directives.

### **EVALUATION METHOD**

**Work performance will be evaluated on the basis of:**

1. commitment and drive to reach successful outcomes both at an individual and team level (taking action, showing initiative, consistently delivering against targets);
2. accuracy and quality of work generated and timely completion of task deadlines;
3. effectiveness and quality of supervision and monitoring provided;
4. effectiveness and impact of training programmes provided
5. capability to maintain appropriate linkages with local and regional counterparts/colleagues

6. proven knowledge and understanding of current job related policies, procedures, instructions and the use of relevant technology;
7. compliance with Departmental Guidelines and Standard Operating Procedures;
8. effective implementation of duties, tasks, responsibilities and assignments as defined in the Job Description.

### QUALIFICATION AND EXPERIENCE

The candidates should possess **at least one** of the following:

- A Master's Degree in Adult Education or a related field, **plus** a Post Graduate Diploma/Certificate, **plus** five (5) years' experience in a supervisory or administrative position with responsibility for the management of a Division of primary or secondary school, **plus** five (5) years' experience as a **Qualified** Teacher;

OR

- A Master's Degree in Adult Education or a related field, **plus** a Bachelor's Degree in Adult Education **plus** five (5) years' experience in a supervisory or administrative position with responsibility for the management of a Division of primary or secondary school, **plus** seven (7) years' experience as a **Qualified** Teacher;

OR

- Bachelor's Degree in Adult Education or a related field, **plus** a Post Graduate Diploma **plus** five (5) years' experience in a supervisory or administrative position with responsibility for the management of a Division of primary or secondary school, **plus** ten (10) years' experience as a **Qualified** Teacher;

**Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.**

### SALARY

Salary is at a rate of EC\$67,776.73 per annum (Grade 15, Step 1).

### GENERAL

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications **MUST** be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

### Please note that:

1. **performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;**
2. **the successful applicant may be given an acting appointment for up to twelve (12) months; and**
3. **applicants are required to indicate administrative positions held and experience gained.**

### HOW TO APPLY

Applications on the prescribed forms should be addressed to:

**The Secretary  
Teaching Service Commission  
Stanislaus James Buildings  
The Waterfront  
CASTRIES**

**Completed application forms should reach the Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

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**POST OF  
EDUCATION OFFICER – TECHNICAL  
VOCATIONAL EDUCATION TRAINING (TVET)**

### OFFICE IDENTIFICATION

**JOB TITLE:** Education Officer III – Technical Vocational Education Training

**DEPARTMENT:** Technical Vocational Education Training (TVET) Unit

**CLASSIFICATION:** Grade 17

**REPORTS TO:** Chief Education Officer

**SUPERVISES:** Staff in the Technical Vocational Education Training (TVET) Unit

### RELATIONSHIPS AND RESPONSIBILITIES

1. Works closely with TVET teachers, principals, TVET Council, TVET Teachers' Association and private sector agencies on matters relevant to the implementation of delivery of TVET.

2. Co-ordinates Technical Vocational and Educational Training at the national level by managing the work of the TVET Unit.
3. Manages the establishment and continuous improvement of a Quality Assurance System for the certification of TVET.

**DUTIES AND TASKS**

1. Responds to requests from principals for assistance by providing advice and guidance on TVET curriculum in schools and other issues to ensure effective implementation and delivery of TVET in schools;
2. Works with and visits TVET agencies (schools, SALCC, NSDC, CARE, NELU and private) in the resolution of problems related to the development and implementation of TVET at the national level by providing the necessary guidance and direction;
3. Effects the activities planned by the TVET Council through processes that have been established in quality assurance, assessment and validation of standards to ensure a quality TVET system;
4. Maintains appropriate linkages with regional and international agencies for TVET (CANTA, CARICOM, UNESCO, ILO, CXC) by liaising with them and actively participating in work activities carried out within the region to enhance the development and delivery of appropriate TVET education;
5. Manages the work of staff members of the TVET Unit through monitoring and supervision to ensure that the objective of the Unit are met;
6. Organizes training programmes for teachers involved in the implementation of TVET curriculum through collaboration with external agencies and the Saint Lucia TVET Teachers' Association to help strengthen teachers' capacity to effectively deliver the TVET curriculum in schools;
7. Monitors the development and implementation of TVET curriculum by involving teachers with appropriate background and training in TVET to ensure relevance and appropriateness of the curriculum for use in the TVET system;
8. Advises on the instructional, staffing equipment and material needs of schools with respect to the TVET curriculum by liaising with principals, teachers and TVET department heads to provide instructional support;
9. Manages the establishment of a national framework for TVET by ensuring that the required resources are in place and in keeping with National TVET Policy and meet both regional and international standards;

10. Works with other relevant agencies in the conduct of periodic Labour Market Needs Analysis by consulting with external personnel and conducting surveys to provide current skills needs so as to guide the formulation of TVET programmes;
11. Advises on and assists the Ministry in the development of appropriate policy on governance structure by providing the relevant guidance and direction;
12. Works closely with TVET Teachers' Association and TVET Council by actively participating in meetings, planning activities and work in session to provide support for the accomplishment of the objectives of the TVET Unit;
13. Provides support for planning improvement in student performance by providing feedback on examination results to ensure weaknesses are adequately addressed;
14. Encourages and facilitates business community involvement through participation in Industry Advisory Committees in order to ensure that training is relevant to the industry;
15. Liaises with the Sir Arthur Lewis Community College and other training institutions like NSDC, CARE and NRDF on matters pertaining to TVET in the school system; in particular, to ensure that there is adequate articulation or programmes between schools and other training institutions;
16. Co-ordinates annual performance reviews of schools within the District through dialogue with principals and staff and submits reports to the Chief Education Officer for informed decision making;
17. Performs any other related duties as may be assigned from time to time.

**CONDITIONS**

1. Accommodation provided in a general administrative office;
2. The processes of the Unit will be carried out on the basis of team work. The officer will be expected to be an active team member who understands all the processes of the TVET Unit;
3. The officer will be required to maintain a high level of integrity, confidentiality, honesty and trust at all times;
4. The officer will be required to maintain a motor vehicle to function in a scheduled travelling post and is expected to be in the field at all times;
5. The officer will receive a travelling allowance in accordance with the approved rates established by the Government of Saint Lucia;

6. The officer is required to visit and liaise with schools and relevant TVET agencies throughout the island;
  7. The officer will be required to conduct audits/assessments at job sites;
  8. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates of Expenditure or Collective Agreement and is liable to taxation in accordance with the Income Tax Ordinance;
  9. Institutional support will be provided through appropriate Civil Service and Teaching Service Regulations, Statutory Instrument and Department Guidelines;
  10. Vacation Leave will be provided in accordance with existing rules and regulations governing the Public Service;
  11. Housing, free medical attention and medicine will not be provided.
2. Quality of advice given in instituting a comprehensive TVET programme in schools and in the resolution of problems related to the development and implementation of TVET at the national level;
  3. Quality of audits/assessments conducted at job sites;
  4. Effectiveness and quality of supervision and monitoring provided in the development and implementation of the TVET Curriculum;
  5. Capability to maintain appropriate linkages with regional and international agencies for TVET;
  6. Capability to maintain quality assurance within the TVET Certification System;
  7. Timely completion and quality of reports generated;
  8. Working knowledge, understanding, and effective application of Civil Service Rules and Regulations;
  9. Compliance with departmental, Ministry's guidelines and standard operating procedures;
  10. Effective implementation of duties, responsibilities and assignments as defined in the Job Description.

#### KNOWLEDGE, SKILLS AND ABILITIES

1. A progressive attitude and professional demeanour;
2. Sound decision making skills including analytic and problem solving skills;
3. Sound leadership managerial and supervisory skills;
4. Thorough knowledge of the TVET environment: national and regional;
5. Sound knowledge of the Standard Operating Procedures contained in the Ministry's Operation Manual;
6. Ability to maintain a high standard of ethics, honesty and integrity and exercise good judgement in carrying out the goals and objectives of the Unit;
7. Ability to exercise sound judgement in adopting appropriate solutions;
8. Ability to effectively manage and supervise the budget and activities/programmes of the TVET Unit;
9. Ability to motivate, counsel and mentor staff;
10. Ability to establish and maintain effective linkages with both internal and external customers;
11. Ability to effectively communicate both orally and in writing.

#### EVALUATION METHOD

**Work performance will be evaluated on the basis of:**

1. Impact of training programmes designed and implemented;

#### QUALIFICATION AND EXPERIENCE

The candidates should possess **one** of the following:

- A Master's Degree in Technical Vocational Education, **plus** Certificate/Diploma in Education, **plus** five (5) years experience in Administration or five (5) years as Principal II;

**OR**

- A Master's Degree in Technical Vocational Education or related field, **plus** five (5) years experience in Administration or seven (7) years as Principal II;

**OR**

- A Bachelor's Degree in Technical Vocational Education, **plus** a Post Graduate Diploma, **plus** five (5) years experience in Administration or ten (10) years as Principal II;

**Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.**

#### SALARY

Salary is at a rate of EC\$75,761.98 per annum (Grade 17, Step 1).

#### GENERAL

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications **MUST** be accompanied by verified copies of **ALL** certificates and transcripts from the relevant



institutions. **Two confidential testimonials are required – one of which should be from the former/current Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

Please note that:

1. **performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;**
2. **the successful applicant may be given an acting appointment for up to twelve (12) months; and**
3. **applicants are required to indicate administrative positions held and experience gained.**

#### HOW TO APPLY

Applications on the prescribed forms should be addressed to:

**The Secretary  
Teaching Service Commission  
Stanislaus James Buildings  
The Waterfront  
CASTRIES**

**Completed application forms should reach the Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

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*Government of Saint Lucia  
Ministry of Education, Sustainable Development,  
Innovation, Science, Technology and Vocational Training*

#### **POST OF PRINCIPAL I – PRIMARY EDUCATION**

#### **OFFICE IDENTIFICATION**

**JOB TITLE:** Principal I

**DEPARTMENT:** Primary Education – Canaries Infant School

**CLASSIFICATION:** Grade 14

**REPORTS TO:** Principal and responds to Education Officer with responsibility for the District

#### **RELATIONSHIPS AND RESPONSIBILITIES**

1. Liaises with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent

Secretary, Deputy Chief Education Officer – Instruction, Chief Planning Officer, teachers, students, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.

2. Works in collaboration with the Education Officer to ensure that school is administered in a proper and efficient manner.
3. Supervises and supports vice principal, teachers, students, administrative and ancillary staff and serves as liaison between the District Education Office and school.

#### **DUTIES AND TASKS**

1. Executes responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;
2. Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior.
3. Supervises the instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
4. Fosters the integration of technology and innovation into programmes administered by the school;
5. Ensures a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
6. Files all required reports regarding attendance and discipline matters;
7. Supervises the physical safety of the pupils while on the school's compound;
8. Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
9. Supervises and appraises the performance of staff;
10. Develops, implements and promotes effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
11. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
12. Assumes responsibility along with staff for the school's performance;

13. Establishes and supervises in a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
  14. Keeps the staff informed, and implements along with staff ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;
  15. Ensures the proper care and use of school furniture, equipment and supplies;
  16. Develops and maintains an active relationship with parents, example, through Parent/Teacher Association;
  17. Furnishes all returns as prescribed, to the Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training;
  18. Ensures that student records are complete and current;
  19. Furnishes progress reports on the performance of the school at the end of every term to the Education Officer with responsibility for the district;
  20. Keeps accurate records of information technology initiatives and resources;
  21. Initiates relevant training as per new information technology developments;
  22. Supervises instruction using digital media tools;
  23. Report on innovative and creative instructional delivery;
  24. Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.
6. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses);
  7. Housing, free medical attention and medicine will not be provided.

#### **KNOWLEDGE SKILLS AND ABILITIES**

1. Knowledge of education theory and practice including modalities of instruction;
2. Clinical supervisory skills;
3. A working knowledge of and ability to interpret Education Act and Teaching Service Rules and Regulations; Ministry's Procedures, Staff Orders, Financial and Store Rules, Standard Operation Procedures contained in the Ministry's Operations Manual, Collective Agreements and other operation procedures;
4. Capacity to provide effective management and instructional leadership;
5. Ability to creatively deploy participating and team building approaches to school management;
6. Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
7. Ability to lead and manage innovation for school improvement;
8. Ability to plan for and manage the integration of Technology in instruction and in school administration;
9. Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
10. Decisiveness, soundness of judgment and success in issuing directives.

#### **CONDITIONS**

1. Accommodation provided in the School (Office);
2. Institutional support is provided through the Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training;
3. Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.
4. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates/ Collective Agreement and is liable to taxation in accordance with the Income Tax Act Chapter 15.02;
5. Institutional support will be provided through the appropriate Civil Service and Teaching Service Regulations, Statutory Instruments and Departmental Guidelines;

#### **EVALUATION METHOD**

**Work performance will be evaluated on the basis of:**

1. Level of performance and accomplishment of the school;
2. Quality of instruction as evidenced by student performance;
3. Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
4. Extent to which student participation in school activities and student discipline are maintained;
5. Timeliness, accuracy and quality of information provided in returns and reports;

6. Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
7. Compliance with the Guidelines and Policies of the Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training; and
8. Effective implementation of duties, responsibilities and assignments as defined in the job description.

### QUALIFICATION AND EXPERIENCE

The candidates should possess a Bachelor's degree in the following:

- Educational Administration or a related field, **plus** Certificate/Diploma in Education;

**Plus** a Trained Teachers' Certificate

**Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.**

### SALARY

Salary is at a rate of EC\$63,784.17 per annum (Grade 14, Step 1).

### GENERAL

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications MUST be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

**Please note that:**

1. **performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;**
2. **the successful applicant may be given an acting appointment for up to twelve (12) months; and**
3. **applicants are required to indicate administrative positions held and experience gained.**

### HOW TO APPLY

Applications on the prescribed forms should be addressed to:

**The Secretary  
Teaching Service Commission  
Stanislaus James Buildings  
The Waterfront  
CASTRIES**

**Completed application forms should reach the Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

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### POST OF PRINCIPAL III – SECONDARY EDUCATION

### OFFICE IDENTIFICATION

**JOB TITLE:** Principal III

**DEPARTMENT:** Secondary Education – Vieux Fort Comprehensive Secondary School

**CLASSIFICATION:** Grade 16

**REPORTS TO:** Principal and responds to Education Officer with Responsibility for the District

### RELATIONSHIPS AND RESPONSIBILITIES

1. Liaises with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officer – Instruction, Chief Planning Officer, teachers, students, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
2. Works in collaboration with the Education Officer to ensure that school is administered in a proper and efficient manner.
3. Supervises and supports vice principal, teachers, students, administrative and ancillary staff and serves as liaison between the District Education Office and school.

### DUTIES AND TASKS

1. Executes responsibilities in accordance with the provisions of the Education Act of 1999 and Regulations governing the Teaching Service;

2. Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior.
3. Supervises the instructional programmes of the school, evaluates lesson plans and observes classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development;
4. Fosters the integration of technology and innovation into programmes administered by the school;
5. Ensures a safe and orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
6. Files all required reports regarding attendance and discipline matters;
7. Supervises the physical safety of the pupils while on the school's compound;
8. Applies the syllabus in conformity with the needs of the pupils of the school to ensure effective learning;
9. Supervises and appraises the performance of staff;
10. Develops, implements and promotes effective plans for the continuing professional development and academic growth of teachers to improve the quality of instruction through staff meetings, in-service training and personal contact;
11. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
12. Assumes responsibility along with staff for the school's performance;
13. Establishes and supervises in a fair and consistent manner effective discipline and attendance systems, consistent with the values and mission of the Ministry of Education;
14. Keeps the staff informed, and implements along with staff ideas for the improvement of the school. Conducts meetings, as necessary, for the proper functioning of the school;
15. Ensures the proper care and use of school furniture, equipment and supplies;
16. Develops and maintains an active relationship with parents, example, through Parent/Teacher Association;
17. Furnishes all returns as prescribed, to the Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training;
18. Ensures that student records are complete and current;
19. Furnishes progress reports on the performance of the school at the end of every term to the Education Officer with responsibility for the district;
20. Keeps accurate records of information technology initiatives and resources;
21. Initiates relevant training as per new information technology developments;
22. Performs other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

### **CONDITIONS**

1. Accommodation provided in the School (Office);
2. Institutional support is provided through the Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training;
3. Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.
4. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates/ Collective Agreement and is liable to taxation in accordance with the Income Tax Act Chapter 15.02;
5. Institutional support will be provided through the appropriate Civil Service and Teaching Service Regulations, Statutory Instruments and Departmental Guidelines;
6. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses);
7. Housing, free medical attention and medicine will not be provided.

### **KNOWLEDGE SKILLS AND ABILITIES**

1. Knowledge of education theory and practice including modalities of instruction;
2. Clinical supervisory skills;
3. A working knowledge of and ability to interpret Education Act and Teaching Service Rules and Regulations; Ministry's Procedures, Staff Orders, Financial and Store Rules, Standard Operation Procedures contained in the Ministry's Operations Manual, Collective Agreements and other operation procedures;
4. Capacity to provide effective management and instructional leadership;



5. Ability to creatively deploy participating and team building approaches to school management;
6. Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
7. Ability to lead and manage innovation for school improvement;
8. Ability to plan for and manage the integration of Technology in instruction and in school administration;
9. Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;
10. Decisiveness, soundness of judgment and success in issuing directives.

#### EVALUATION METHOD

**Work performance will be evaluated on the basis of:**

1. Level of performance and accomplishment of the school;
2. Quality of instruction as evidenced by student performance;
3. Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
4. Extent to which student participation in school activities and student discipline are maintained;
5. Timeliness, accuracy and quality of information provided in returns and reports;
6. Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
7. Compliance with the Guidelines and Policies of the Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training; and
8. Effective implementation of duties, responsibilities and assignments as defined in the job description.

#### QUALIFICATION AND EXPERIENCE

The candidates should possess **one** of the following:

- A Master's Degree in Educational Administration, **plus** five (5) years' experience in Administration (i.e. head of department, dean of discipline, year heads, etc.), **plus** five (5) years' experience as a **Qualified** Teacher;

**OR**

- A Bachelor's Degree in Educational Administration or related field, **plus** a Post Graduate Diploma, **plus** five (5) years' experience in administration (i.e. head of department, dean of discipline, year heads etc.), **plus** seven (7) years' experience as a **Qualified** Teacher;

**OR**

- A Bachelor's Degree in Educational Administration or related field, **plus** five (5) years' experience in administration (i.e. head of department, dean of discipline, year head, etc.), **plus** ten (10) years' experience as a **Qualified** Teacher;

**Proficient in the use of Information Communication Technologies (ICT) integration for instructions learning.**

#### SALARY

Salary is at a rate of EC\$71,769.42 per annum (Grade 16, Step 1).

#### GENERAL

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications **MUST** be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

**Please note that:**

1. **performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;**
2. **the successful applicant may be given an acting appointment for up to twelve (12) months; and**
3. **applicants are required to indicate administrative positions held and experience gained.**

#### HOW TO APPLY

Applications on the prescribed forms should be addressed to:

**The Secretary  
Teaching Service Commission  
Stanislaus James Buildings  
The Waterfront  
CASTRIES**

**Completed application forms should reach the Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

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**SECONDARY EDUCATION  
CURRICULUM IMPLEMENTATION –  
SOUFRIERE COMPREHENSIVE  
SECONDARY SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE:** School Guidance Counsellor III

**CLASSIFICATION:** Grade 14

**REPORTS TO:** District VIII Guidance Counsellor

**SUPERVISES:** N/A

**RESPONSIBILITIES AND RELATIONSHIPS:**

1. Provides a comprehensive developmental preventative counselling programme to address the academic, career and personal/social development of students in order to enhance the learning process.
2. Facilitates the support system for students by working in collaboration with all stakeholders including: school personnel, parents/guardians, other professionals, social and other agencies.
3. Reports to the School Principal as necessary.

**DUTIES AND TASKS:**

1. Develops and manages the school guidance and counselling plan that is based on student needs and assess the efficacy of the programmes implemented to foster student development.
2. Provides individual and group counselling services for primary school students through direct interaction with the students within the Education District so as to meet the needs of students (e.g. social, behavioural, emotional, educational and career).
3. Conducts classroom guidance sessions at primary schools within the Education district to meet student developmental needs.
4. Consults with school personnel and other professionals, parents/guardians, social and other agencies through one-on-one or group sessions, to effectively address student issues.
5. Organizes and executes career guidance education and supporting activities to enhance students' school-to-work transition.
6. Demonstrates appropriate case management and treatment planning to reflect assessment reports, treatment goals, interventions used and progress notes.

7. Maintains records and ensures that student information and documents are kept confidential so as to ensure accuracy, confidentiality and reliability of the information.
8. Initiates referral of students by preparing the appropriate forms, documents or letters to the appropriate services or agencies as necessary, to address the needs of these students.
9. Ensures that all cases of abuse including abandonment and neglect are reported to the relevant authorities for appropriate action.
10. Advocates on behalf of students when appropriate to highlight issues that affect those students in an effort to make their lives easier.
11. Participates in crisis intervention/response activities in schools through collaboration with the District Counsellor, to ensure that appropriate measures are put in place.
12. Provides support to Health and Family Life Teachers through classroom sessions to more effectively deliver the HFLE programme.
13. Conducts staff development and parent education workshops to enable teachers and parents to work more effectively with the students.
14. Attends all scheduled meetings of counsellors to enhance both their personal and professional development.
15. Participates in professional development activities and maintains a professional development plan to guide self improvement.
16. Any other related duties that may be assigned from time to time.

**CONDITIONS:**

1. Accommodation provided in school (private office equipped with computer/printer, filing cabinet, telephone, executive chair and desk).
2. Salary is in accordance with the terms and conditions stipulated by Government in the Annual Estimates / Collective Agreement.
3. Institutional support provided through appropriate public service/teaching service regulations and Ministry Guidelines.
4. Opportunities exist for personal development and career advancement through established orientation and in service training.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. A working knowledge of and the ability to interpret and adhere to the Education Act 2005, Cap.18.01

of the Revised Laws of Saint Lucia and Teaching Service Rules and Regulations: Ministry's procedures, Staff Orders, Financial and Store Rules, Collective Agreements and other Operating Procedures.

2. Knowledge of the standard Operation Procedures contained in the Ministry's Operations Manual.
3. Knowledge of and the ability to interpret the Children and Young Persons Act 1972 and the Convention of the Rights of the Child 1993.
4. Knowledge of a range of counselling Theories and practices.
5. Capacity to work well with a range of individuals and to establish good rapport with stakeholders.
6. Knowledge of and sensitivity to multicultural issues.
7. Knowledge of legal and ethical issues pertaining to counselling.

#### **QUALIFICATIONS AND EXPERIENCE:**

Master's Degree in Guidance/School Counselling, Psychology, clinical Psychology or Social work from an accredited institution:

#### **OR**

Professional Degree in Guidance /School Counselling, Social Work or Psychology with at least 250 hours of supervised practicum:

1. Training and experience in individual and group counselling.
2. Experience in implementing didactic programmes in school counselling.

#### **EVALUATION METHOD:**

Work performance will be evaluated on the following basis:

1. Effectiveness of the Guidance and counselling programme at the school.
2. Proven knowledge of legal and ethical issues pertaining to counselling and ability to establish the limits of confidentiality.
3. Timely completion, accuracy and quality of work plans and reports.
4. Proven knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act.
5. Compliance with the Ministry of Education's Department Guidelines and Policies and Professional Code of Conduct.

6. Effective implementation of duties, responsibilities and assignments defined in job description.

#### **SALARY**

Salary is at a rate of EC\$63,784.17 per annum (Grade 14, Step 1).

#### **GENERAL**

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications MUST be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

#### **Please note that:**

1. **performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;**
2. **the successful applicant may be given an acting appointment for up to twelve (12) months; and**
3. **applicants are required to indicate administrative positions held and experience gained.**

#### **HOW TO APPLY**

Applications on the prescribed forms should be addressed to:

**The Secretary  
Teaching Service Commission  
Stanislaus James Buildings  
The Waterfront  
CASTRIES**

**Completed application forms should reach the Secretary, Teaching Service Commission by August 11, 2022.**

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**SECONDARY EDUCATION  
CURRICULUM IMPLEMENTATION -  
BEANFIELD COMPREHENSIVE  
SECONDARY SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE:** School Guidance Counsellor III

**CLASSIFICATION:** Grade 14

**REPORTS TO:** District VI Guidance Counsellor

**SUPERVISES:** N/A

**RESPONSIBILITIES AND RELATIONSHIPS:**

1. Provides a comprehensive developmental preventative counselling programme to address the academic, career and personal/social development of students in order to enhance the learning process.
2. Facilitates the support system for students by working in collaboration with all stakeholders including: school personnel, parents/guardians, other professionals, social and other agencies.
3. Reports to the School Principal as necessary.

**DUTIES AND TASKS:**

1. Develops and manages the school guidance and counselling plan that is based on student needs and assess the efficacy of the programmes implemented to foster student development.
2. Provides individual and group counselling services for primary school students through direct interaction with the students within the Education District so as to meet the needs of students (e.g. social, behavioural, emotional, educational and career).
3. Conducts classroom guidance sessions at primary schools within the Education district to meet student developmental needs.
4. Consults with school personnel and other professionals, parents/guardians, social and other agencies through one-on-one or group sessions, to effectively address student issues.
5. Organizes and executes career guidance education and supporting activities to enhance students' school-to-work transition.
6. Demonstrates appropriate case management and treatment planning to reflect assessment reports, treatment goals, interventions used and progress notes.

7. Maintains records and ensures that student information and documents are kept confidential so as to ensure accuracy, confidentiality and reliability of the information.
8. Initiates referral of students by preparing the appropriate forms, documents or letters to the appropriate services or agencies as necessary, to address the needs of these students.
9. Ensures that all cases of abuse including abandonment and neglect are reported to the relevant authorities for appropriate action.
10. Advocates on behalf of students when appropriate to highlight issues that affect those students in an effort to make their lives easier.
11. Participates in crisis intervention/response activities in schools through collaboration with the District Counsellor, to ensure that appropriate measures are put in place.
12. Provides support to Health and Family Life Teachers through classroom sessions to more effectively deliver the HFLE programme.
13. Conducts staff development and parent education workshops to enable teachers and parents to work more effectively with the students.
14. Attends all scheduled meetings of counsellors to enhance both their personal and professional development.
15. Participates in professional development activities and maintains a professional development plan to guide self improvement.
16. Any other related duties that may be assigned from time to time.

**CONDITIONS:**

1. Accommodation provided in school (private office equipped with computer/printer, filing cabinet, telephone, executive chair and desk).
2. Salary is in accordance with the terms and conditions stipulated by Government in the Annual Estimates / Collective Agreement.
3. Institutional support provided through appropriate public service/teaching service regulations and Ministry Guidelines.
4. Opportunities exist for personal development and career advancement through established orientation and in service training.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. A working knowledge of and the ability to interpret and adhere to the Education Act 2005, Cap.18.01



of the Revised Laws of Saint Lucia and Teaching Service Rules and Regulations: Ministry's procedures, Staff Orders, Financial and Store Rules, Collective Agreements and other Operating Procedures.

2. Knowledge of the standard Operation Procedures contained in the Ministry's Operations Manual.
3. Knowledge of and the ability to interpret the Children and Young Persons Act 1972 and the Convention of the Rights of the Child 1993.
4. Knowledge of a range of counselling Theories and practices.
5. Capacity to work well with a range of individuals and to establish good rapport with stakeholders.
6. Knowledge of and sensitivity to multicultural issues.
7. Knowledge of legal and ethical issues pertaining to counselling.

**QUALIFICATIONS AND EXPERIENCE:**

Master's Degree in Guidance/School Counselling, Psychology, clinical Psychology or Social work from an accredited institution:

**OR**

Professional Degree in Guidance /School Counselling, Social Work or Psychology with at least 250 hours of supervised practicum:

1. Training and experience in individual and group counselling.
2. Experience in implementing didactic programmes in school counselling.

**EVALUATION METHOD:**

Work performance will be evaluated on the following basis:

1. Effectiveness of the Guidance and counselling programme at the school.
2. Proven knowledge of legal and ethical issues pertaining to counselling and ability to establish the limits of confidentiality.
3. Timely completion, accuracy and quality of work plans and reports.
4. Proven knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act.
5. Compliance with the Ministry of Education's Department Guidelines and Policies and Professional Code of Conduct.

6. Effective implementation of duties, responsibilities and assignments defined in job description.

**SALARY**

Salary is at a rate of EC\$63,784.17 per annum (Grade 14, Step 1).

**GENERAL**

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications MUST be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

**Please note that:**

1. **performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;**
2. **the successful applicant may be given an acting appointment for up to twelve (12) months; and**
3. **applicants are required to indicate administrative positions held and experience gained.**

**HOW TO APPLY**

Applications on the prescribed forms should be addressed to:

**The Secretary  
Teaching Service Commission  
Stanislaus James Buildings  
The Waterfront  
CASTRIES**

**Completed application forms should reach the Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

*Government of Saint Lucia  
Ministry of Education, Sustainable Development,  
Innovation, Science, Technology and Vocational Training*

**SECONDARY EDUCATION  
CURRICULUM IMPLEMENTATION –  
CORINTH SECONDARY SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE:** School Guidance Counsellor III

**CLASSIFICATION:** Grade 14

**REPORTS TO:** District I Guidance Counsellor

**SUPERVISES:** N/A

**RESPONSIBILITIES AND RELATIONSHIPS:**

1. Provides a comprehensive developmental preventative counselling programme to address the academic, career and personal/social development of students in order to enhance the learning process.
2. Facilitates the support system for students by working in collaboration with all stakeholders including: school personnel, parents/guardians, other professionals, social and other agencies.
3. Reports to the School Principal as necessary.

**DUTIES AND TASKS:**

1. Develops and manages the school guidance and counselling plan that is based on student needs and assess the efficacy of the programmes implemented to foster student development.
2. Provides individual and group counselling services for primary school students through direct interaction with the students within the Education District so as to meet the needs of students (e.g. social, behavioural, emotional, educational and career).
3. Conducts classroom guidance sessions at primary schools within the Education district to meet student developmental needs.
4. Consults with school personnel and other professionals, parents/guardians, social and other agencies through one-on-one or group sessions, to effectively address student issues.
5. Organizes and executes career guidance education and supporting activities to enhance students' school-to-work transition.
6. Demonstrates appropriate case management and treatment planning to reflect assessment reports, treatment goals, interventions used and progress notes.

7. Maintains records and ensures that student information and documents are kept confidential so as to ensure accuracy, confidentiality and reliability of the information.
8. Initiates referral of students by preparing the appropriate forms, documents or letters to the appropriate services or agencies as necessary, to address the needs of these students.
9. Ensures that all cases of abuse including abandonment and neglect are reported to the relevant authorities for appropriate action.
10. Advocates on behalf of students when appropriate to highlight issues that affect those students in an effort to make their lives easier.
11. Participates in crisis intervention/response activities in schools through collaboration with the District Counsellor, to ensure that appropriate measures are put in place.
12. Provides support to Health and Family Life Teachers through classroom sessions to more effectively deliver the HFLE programme.
13. Conducts staff development and parent education workshops to enable teachers and parents to work more effectively with the students.
14. Attends all scheduled meetings of counsellors to enhance both their personal and professional development.
15. Participates in professional development activities and maintains a professional development plan to guide self-improvement.
16. Any other related duties that may be assigned from time to time.

**CONDITIONS:**

1. Accommodation provided in school (private office equipped with computer/printer, filing cabinet, telephone, executive chair and desk).
2. Salary is in accordance with the terms and conditions stipulated by Government in the Annual Estimates / Collective Agreement.
3. Institutional support provided through appropriate public service/teaching service regulations and Ministry's Guidelines.
4. Opportunities exist for personal development and career advancement through established orientation and in service training.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. A working knowledge of and the ability to interpret and adhere to the Education Act 2005, Cap.18.01

of the Revised Laws of Saint Lucia and Teaching Service Rules and Regulations: Ministry's procedures, Staff Orders, Financial and Store Rules, Collective Agreements and other Operating Procedures.

2. Knowledge of the standard Operation Procedures contained in the Ministry's Operations Manual.
3. Knowledge of and the ability to interpret the Children and Young Persons Act 1972 and the Convention of the Rights of the Child 1993.
4. Knowledge of a range of counselling Theories and practices.
5. Capacity to work well with a range of individuals and to establish good rapport with stakeholders.
6. Knowledge of and sensitivity to multicultural issues.
7. Knowledge of legal and ethical issues pertaining to counselling.

#### **QUALIFICATIONS AND EXPERIENCE:**

Master's Degree in Guidance/School Counselling, Psychology, clinical Psychology or Social work from an accredited institution:

#### **OR**

Professional Degree in Guidance /School Counselling, Social Work or Psychology with at least 250 hours of supervised practicum:

1. Training and experience in individual and group counselling.
2. Experience in implementing didactic programmes in school counselling.

#### **EVALUATION METHOD:**

Work performance will be evaluated on the following basis:

1. Effectiveness of the Guidance and counselling programme at the school.
2. Proven knowledge of legal and ethical issues pertaining to counselling and ability to establish the limits of confidentiality.
3. Timely completion, accuracy and quality of work plans and reports.
4. Proven knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act.
5. Compliance with the Ministry of Education's Department Guidelines and Policies and Professional Code of Conduct.

6. Effective implementation of duties, responsibilities and assignments defined in job description.

#### **SALARY**

Salary is at a rate of EC\$63,784.17 per annum (Grade 14, Step 1).

#### **GENERAL**

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications **MUST** be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

#### **Please note that:**

1. **performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;**
2. **the successful applicant may be given an acting appointment for up to twelve (12) months; and**
3. **applicants are required to indicate administrative positions held and experience gained.**

#### **HOW TO APPLY**

Applications on the prescribed forms should be addressed to:

**The Secretary  
Teaching Service Commission  
Stanislaus James Buildings  
The Waterfront  
CASTRIES**

**Completed application forms should reach the Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

*Government of Saint Lucia  
Ministry of Education, Sustainable Development,  
Innovation, Science, Technology and Vocational Training*

**POST OF DISTRICT GUIDANCE  
COUNSELLOR – DISTRICT II**

**JOB DESCRIPTION**

**JOB TITLE:** District Guidance Counsellor – District II

**CLASSIFICATION:** Grade 15

**REPORTS TO:** Coordinator Guidance Counselling

**SUPERVISES:** School Guidance Counsellors

**RESPONSIBILITIES AND RELATIONSHIPS:**

1. Provides a comprehensive developmental preventative counselling programme to address the academic, career and personal/social development of students in order to enhance the learning process.
2. Facilitates the support system for students by working in collaboration with all stakeholders including: school personnel, parents/guardians, other professionals, social and other agencies.
3. Supervises the School Guidance Counsellors within the Education District and reports to the District Education Officer where necessary.

**DUTIES AND TASKS:**

1. Develops and manages the Primary School District Guidance and Counselling plan that is based on student needs and assesses the efficacy of the programmes implemented to foster student development.
2. Provides individual and group counselling services for primary school students through direct interaction with the students within the Education District so as to meet the needs of students (e.g. social, behavioural, emotional, educational and career).
3. Conducts classroom guidance sessions at primary schools within the Education district to meet student developmental needs.
4. Consults with school personnel and other professionals, parents/guardians, social and other agencies through one-on-one or group sessions, in order to effectively address student issues.
5. Supervises and evaluates school counsellors and provides assistance, guidance and leadership to them to identify additional continuing education opportunities for them.
6. Demonstrates appropriate case management and treatment planning to reflect assessment reports, treatment goals, interventions used and progress notes.

7. Maintains records and ensures that student information and documents are kept confidential so as to ensure accuracy, confidentiality and reliability of the information.
8. Initiates referral of students by preparing the appropriate forms, documents or letters to the appropriate services or agencies as necessary, to address the needs of these students.
9. Ensures that all cases of abuse including abandonment and neglect are reported to the relevant authorities for appropriate action.
10. Coordinates all crisis intervention activities within the Education District through collaboration with the Co-ordinator – Guidance Counselling, to ensure that appropriate measures are put in place.
11. Organizes and executes career guidance education and supporting activities through various school visits within the Education District in order to enhance students' school-to-work transition.
12. Advocates on behalf of students when appropriate to highlight issues that affect those students in an effort to make their lives easier.
13. Assists in training of Health and Family Life Education Teachers through workshops or in-class demonstrations to more effectively deliver the HFLE programme.
14. Conducts staff/professional development and parent education workshops within the Education District to enable them to work more effectively with students.
15. Facilitates in-service training programmes to address the professional development of school counsellors.
16. Attends all scheduled meetings of counsellors and other meetings, conferences and workshops upon written invitation from the Ministry of Education to enhance both their personal and professional development.
17. Participates in professional development activities and maintains a professional development plan to guide self improvement.
18. Any other related duties that may be assigned from time to time.

**CONDITIONS:**

1. Accommodation provided in Education District office (private office equipped with computer/printer, filing cabinet, bookshelf, telephone, executive chair and desk).
2. Functions in a scheduled travelling post and will receive basic travel allowance in accordance with approved rates.



3. Required to maintain a motor vehicle for the proper performance of duties.
4. Institutional support provided through appropriate public service/teaching service regulations and Ministry Guidelines.
5. Opportunities exist for personal development and career advancement through established orientation and in service training.
6. Salary is in accordance with the terms and conditions stipulated by Government in the Annual Estimates / Collective Agreement.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. A working knowledge of and the ability to interpret and adhere to the Education Act No. 41 of 1999 and Teaching Service Rules and Regulations: Ministry's procedures, Staff Orders, Financial and Store Rules, Collective Agreements and other Operating Procedures.
2. Knowledge of the standard Operation Procedures contained in the Ministry's Operations Manual.
3. Knowledge of and the ability to interpret the Children and Young Persons Act 1972 and the Convention of the Rights of the Child 1993.
4. Knowledge of a range of counselling Theories and practices.
5. Ability to impart life skills training.
6. Capacity to work well with a range of individuals and to establish good rapport with stakeholders.
7. Knowledge of and sensitivity to multicultural issues.
8. Knowledge of legal and ethical issues pertaining to counselling.

**QUALIFICATIONS AND EXPERIENCE:**

Master's Degree in Guidance/School Counselling, Psychology, clinical Psychology or Social work from an accredited institution with at least five years in a supervisory position.

**OR**

Master's Degree in Guidance/School Counselling, Psychology, clinical Psychology or Social work from an accredited institution with at least three years as a school counsellor with extensive supervised experience in the area of school counselling.

1. Training in clinical supervision in the area of counselling.
2. Training and experience in individual and group counselling.

3. Experience in implementing didactic programmes in school counselling.

**EVALUATION METHOD:**

**Work performance will be evaluated on the following basis:**

1. Effectiveness of the Guidance and counselling programme within the Education District.
2. Proven knowledge of legal and ethical issues pertaining to counselling and ability to establish the limits of confidentiality.
3. Timely completion, accuracy and quality of work plans and reports.
4. Proven knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act.
5. Compliance with the Ministry of Education's Department Guidelines and Policies and Professional Code of Conduct.
6. Effective implementation of duties, responsibilities and assignments defined in job description.
7. Level of cooperation and willingness to work as a team.

**SALARY**

Salary is at a rate of EC\$67,776.73 per annum (Grade 15, Step 1).

**GENERAL**

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications MUST be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

Please note that:

1. **performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;**
2. **the successful applicant may be given an acting appointment for up to twelve (12) months; and**
3. **applicants are required to indicate administrative positions held and experience gained.**

**HOW TO APPLY**

Applications on the prescribed forms should be addressed to:

**The Secretary  
Teaching Service Commission  
Stanislaus James Buildings  
The Waterfront  
CASTRIES**

**Completed application forms should reach the Secretary, Teaching Service Commission by August 11, 2022.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

*Registry of Companies and Intellectual Property,  
Attorney General's Chambers, Saint Lucia*

**POST OF DEPUTY REGISTRAR**

**JOB DESCRIPTION**

**JOB TITLE:** Deputy Registrar, Registry of Companies and Intellectual Property

**REPORTS TO:** Registrar, Registry of Companies and Intellectual Property

**SUPERVISES:** N/A

**CLASSIFICATION:** GRADE 16

**RELATIONSHIP AND RESPONSIBILITIES**

1. Works under the direction of, and reports to the Registrar of Companies and Intellectual Property, Attorney General's Chambers and is responsible for assisting the Registrar in ensuring the proper functioning of the Registry of Companies and Intellectual Property at all times.
2. Required to respond whenever necessary to the Attorney General and the Permanent Secretary on matters related to work.

**DUTIES AND TASKS**

1. Assisting the Registrar in the performance of all duties relating to the registration of companies, business names, partnerships and intellectual property.
2. Assisting in the substantive examinations of applications for the registration of companies, business names, partnerships and intellectual property.

3. Performs, substantive examinations of trademark applications under the Trademark Act and Regulations.
4. In the absence of the Registrar, to act as Registrar of Companies and Intellectual Property.
5. Required when called upon, to write legal opinions on matters pertaining to Companies and intellectual property issues.
6. Required when called upon to attend meetings on intellectual property matters in Saint Lucia or overseas.
7. Administers granted patents and register utility model certificates.
8. Carries out studies, programs or exchanges of items or services regarding domestic and international patent law.
9. Provides patent information services such as making available, for use by the public, in the prescribed manner and on payment of any prescribed fees, patent literature.
10. Required to attend in-house and external meetings, and other official activities as necessary.
11. Assist the Registrar with general supervision of staff.
12. Performs such other duties as may be assigned from time to time within the scope of responsibility.

**CONDITIONS**

1. Functions in scheduled travelling post and receives basic travelling and mileage allowance in accordance with approved rates.
2. Required to maintain a motor vehicle for the performance of duties.
3. Suitable office accommodation provided.
4. Salary and leave are in accordance with the terms stipulated in the Estimates of Expenditure, Collective Agreements and Terms and Conditions of Employment.
5. Institutional support is provided through Civil Service Regulations, Statutory Instruments and Agency guidelines.
6. Opportunities exist for career and personal development.
7. This post is non-pensionable.

**EVALUATION METHODS**

Work performance will be evaluated on the basis of the following:

1. Effective implementation of duties, responsibilities and assignments as defined in the job description.
2. Timely completion of duties/responsibilities.
3. Demonstrated supervisory capabilities and interpersonal skills.
4. Number of problems investigated and relevance of prescriptions.
5. Attendance at in-house and external meetings and other official activities as required.
6. Compliance with and responsiveness to supervision.
7. Punctuality and decorum.
8. Compliance with Agency guidelines and standard operating procedures.

#### **SKILLS, KNOWLEDGE AND ABILITIES**

1. Working knowledge of the Companies Act and Intellectual Property legislation.
2. A working knowledge of the structure of the Public Service and its administrative policies/procedures, and the ability to apply the rules/regulations.
3. Sound decision making skills.
4. Strong communication skills (oral and writing)
5. Good supervisory and interpersonal skills
6. Effective coordinating and time management skills.
7. Working knowledge of Standard Operating Procedures contained in the Agency's Operations Manual particularly as it relates to area of responsibility.
8. Working knowledge of computer applications example, Microsoft Word, Excel, and PowerPoint.
9. Ability to work as part of a team.
10. Ability to meet deadlines.

#### **QUALIFICATIONS AND EXPERIENCE**

- a. A Masters degree in law majoring in Intellectual Property Law or Corporate law with a minimum

of two (3) years professional legal experience in a Commonwealth Jurisdiction and qualified to practice law in Saint Lucia;

**OR**

- b. A Bachelors Degree in Law with a minimum of five (5) years professional legal experience in a Commonwealth Jurisdiction and qualified to practice law in Saint Lucia.

#### **SALARY AND ALLOWANCES**

Basic salary is at the rate of EC\$71,058.83 per annum, plus the following allowances per annum.

|                 |             |
|-----------------|-------------|
| Legal Allowance | \$12,000.00 |
| Telephone       | \$291.00    |
| Travel          | \$7,620.00  |

**Salary and allowances are exempt from income tax.**

Applications, along with **two written references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

**The Secretary  
Judicial and Legal Services Commission  
2nd Floor, Heraldine Rock Building  
The Waterfront  
Castries  
Saint Lucia, West Indies**

To be received no later than **Friday, 9th September 2022.**

**NB:** Applications may also be submitted via email to [jlsc@eccourts.org](mailto:jlsc@eccourts.org). Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.

NOTICES

**APPOINTMENT TO THE  
PUBLIC SERVICE COMMISSION**

HIS EXCELLENCY the Acting Governor-General pursuant to Section 85(1) of the Constitution of Saint Lucia has appointed Mr. Wibert King to be a Member of the Public Service Commission for a period of three years, with effect from June 13<sup>th</sup> 2022.

GOVERNMENT HOUSE  
SAINT LUCIA  
July 27, 2022

**NOTICE OF COMPANY IN DISSOLUTION**

*(International Business Companies Act,  
Cap 12.14: Section 94 (4))*

**RUSHBROOK LTD. 2022-00131**

TAKE NOTICE that the International Business Company RUSHBROOK LTD. 2022-00131, which was incorporated on July 12, 2022, has registered its articles of dissolution.

TAKE NOTICE that the commencement date of the dissolution of the above-named company is 25<sup>th</sup> July 2022, and that the name and address of the liquidator is as follows:

RHORY MC NAMARA  
RDM Chambers  
Rodney Bay  
Gros Islet  
ST. LUCIA

Dated this 25<sup>th</sup> day of July 2022.

LESTER D. MARTYR  
Registrar  
International Business Companies

**SAINT LUCIA BANANA CORPORATION  
(IN VOLUNTARY LIQUIDATION)**

COMPANY NO 53 OF 1998

**NOTICE OF GENERAL MEETING PURSUANT  
TO ARTICLE 446 OF THE COMPANIES ACT**

**CAP 13.01 OF THE REVISED EDITION OF THE  
LAWS OF SAINT LUCIA**

BY ORDER OF OMAR DAVIS - LIQUIDATOR

TAKE NOTICE that there will be the Final General Meeting of the Shareholders of the SAINT LUCIA BANANA CORPORATION (IN VOLUNTARY LIQUIDATION) COMPANY NO 53 of 1988 on the 28<sup>th</sup> day of August 2022 at the Mon Repos Combined School at 3:00 p.m. for the purpose of the Liquidator presenting the Audited Accounts of the Voluntary Liquidation as required under the Companies Act.

Dated this 25<sup>th</sup> day of July, 2022.

OMAR DAVIS  
Liquidator

*Ministry of Agriculture, Fisheries,  
Food Security, Rural Development*

**LOBSTER OPEN FISHERY 2022**

The Department of Fisheries within the Ministry of Agriculture, Fisheries, Food Security and Rural Development informs the general public that the lobster fishery opens from Tuesday, August 2, 2022 to Tuesday, February 28, 2023, both days inclusive.

When the lobster fishery is open, lobsters may be obtained, fished for, sold and purchased; however, the following regulations are in effect in accordance with the Fisheries Regulations Chapter 7.15 of the Revised Laws of Saint Lucia:

*1. No person shall harm, give, receive from anyone, or at any time have in his possession, expose for sale, sell or purchase:*

- (a) any lobster that is undersized;
- (b) any lobster carrying egg; and
- (c) any lobster which is moulting.

*2. No person shall:*

- (a) remove the eggs from a lobster, or have in his possession, or sell, or purchase a lobster from which the eggs have been removed;
- (b) spear, hook or attempt to spear a lobster;



(c) sell any lobster that has been speared, hooked, or otherwise impaled.

**3. In this Regulation - “undersized” means in relation to lobsters-**

- (a) less than 9.5 centimetres (3.75 ins.) in carapace length measured from the ridge at the base of the horns to the end of the carapace (back shell); or
- (b) if the tail has been removed, a tail weight of less than 340 grams (12 ounces).

Contravention of Regulations is subject to a maximum fine of **EC\$5000.00.**

The Department seeks the cooperation of everyone and encourages members of the public to report to the Marine Police Unit, District Police Stations or the Department of Fisheries, any person or establishment found contravening the Lobster Fishery regulations.

*DEPARTMENT OF FISHERIES*

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**SEAFREIGHT ST. LUCIA LTD.**

**Company No. C184/2013**

**NOTICE OF LIQUIDATION**

NOTICE is hereby given that a resolution for the winding up of Seafreight St. Lucia Ltd. has been duly passed and Evan Hermiston has been appointed as Liquidator.

Any creditor, contributory or stakeholder of Seafreight St. Lucia Ltd. having a claim against or interest in Seafreight St. Lucia Ltd. is requested to contact Evan Hermiston at:

**Evan Hermiston**  
**CPA, CA**  
**10 Manoel Street,**  
**P. O. Box 161, Castries**  
**Telephone: Tel: 758-452-4148**  
**Email: thereceiverslu@gmail.com**

Notice of the winding-up of Seafreight St. Lucia Ltd. is being effected by advertisement in two (2) consecutive issues of a Newspaper circulating in Saint Lucia and two (2) consecutive issues of the Saint Lucia Government Gazette.

Dated this 30<sup>th</sup> day of May, 2022.

*EVAN HERMISTON*



GOVERNMENT OF SAINT LUCIA  
MINISTRY OF FINANCE  
**CUSTOMS & EXCISE DEPARTMENT**

**NOTICE  
NO. 5 of 2022**

**CUSTOMS NOTICE OF 29 JULY, 2022**

The Customs and Excise Department has reviewed the use of the Simplified Declaration Forms for the clearance of both commercial and non-commercial goods. Effective immediately, the maximum customs value of goods to be cleared using the Simplified Declaration Form for non-commercial transactions is E.C. \$2,500.00.

Simplified Declaration Forms which stipulate a maximum customs value of E.C. \$5,000.00 were designed solely to facilitate the clearance of personal effects and non-commercial items during the Christmas Barrel Trade period. The Department will therefore give notice when appropriate, to use the form

For commercial transactions, the maximum customs value for goods to be cleared is E.C.\$600.00. Simplified Declaration Forms stating any other maximum values will not be accepted. Further, non-commercial goods above E.C.\$2,500.00 and Commercial transactions above E.C.\$600.00 must be cleared using a perfect customs entry.

Kindly be guided by the above.

A handwritten signature in black ink, consisting of several loops and a horizontal line at the end.

**Sherman T. G. Emmanuel (Mr.)  
Comptroller of Customs (Ag.)**



GOVERNMENT OF SAINT LUCIA  
MINISTRY OF FINANCE  
**CUSTOMS & EXCISE DEPARTMENT**

**NOTICE**  
**NO. 6 of 2022**

**CUSTOMS NOTICE OF 29 JULY, 2022**

**CHANGES TO THE SUSPENSION OF APPLICATION FOR PRIVATE  
WAREHOUSES**

The Comptroller of Customs and Excise refers to Notice No. 8 of 2020.

The Customs and Excise Department announces the partial lifting of the suspension of processing of applications for private warehouses.

Effective August 1, 2022, the Department will consider applications in **only** the following circumstances:

1. Applications for duty free shops to operate in premises approved by the Minister of Finance, on or before June 30, 2022 (existing approved premises).
2. Applications for all other private warehouses.

Legislative provisions enshrined in the Customs Control and Management Act, the Tourist Duty Free Shopping System Act and any other legislation pertaining to the operation of private warehouses are being strictly enforced. The Department therefore encourages all stakeholders to become familiar with these provisions and will provide additional information where necessary.

The Department avails itself to any queries you may have concerning the above. Please contact us at 468-4800 or email [customsdept@customs.gov.lc](mailto:customsdept@customs.gov.lc).

**Please be guided accordingly.**



**Sherman T. G. Emmanuel (Mr.)**  
**Comptroller of Customs (Ag.)**

TRADEMARK APPLICATIONS

# MODERNA

**File No (210):** TM/2021/ 000311

**Mark name:** MODERNA

**Applicant (730):** Moderna TX, Inc., 200 Technology Square, 2nd Floor, Cambridge MA 02139, United States of America

**Filing date (220):** 15/12/2021

**Agent:** Eugenia Dickson of Nicholas John & Co. of Hewanorra House, Trou Garnier Financial Centre, Pointe Seraphine, Castries, Saint Lucia

**Class (511):** 01 Biochemicals, namely, protein-encoding nucleic acids and polypeptide-encoding nucleic acids for in vivo, ex vivo, on vivo or in vitro scientific research and medical research, and for use in the manufacture of food or nutritional supplement; biochemicals, namely, protein-encoding nucleic acids and polypeptide-encoding nucleic acids for use in the manufacture of pharmaceuticals for treating cancers, neurological disorders, cardiovascular disorders, inflammatory disorders, immunoregulatory disorders, metabolic disorders, infectious disorders, and reproductive disorders; reagents for testing sterility of pharmaceuticals; diagnostic reagents for scientific or research use; chemicals for use in biotherapeutics, biosimilars and therapeutics product development and manufacturing processes; polypeptide encoding nucleic acids for laboratory use.

05 Medical, biological and pharmaceutical preparations for scientific, research, medical, or pharmaceutical use, namely, preparations for treating cancers, neurological disorders, cardiovascular disorders, inflammatory disorders, immunoregulatory disorders, metabolic disorders, infectious disorders, and reproductive disorders; medical, biological and pharmaceutical preparations containing polypeptide encoding nucleic acids for the prevention and treatment of rare diseases, cancers, neurological disorders, cardiovascular disorders, inflammatory disorders, immunoregulatory disorders, metabolic disorders, infectious disorders and reproductive disorders; RNA-based therapeutics and therapeutic agents for in vitro preparation and in vivo, ex vivo, or on vivo delivery to cell sites; medical diagnostic reagents; pharmaceuticals, vaccines, medicines, biologics, biotherapeutics, biosimilars and therapeutics.

42 Scientific research in the fields of pharmaceuticals, vaccines, medicine, biologics, biotherapeutics, biosimilars and therapeutics; design, engineering, research, development and testing services in the field of protein-encoding nucleic acids and polypeptide-encoding nucleic acids.

# AADVANTAGE MILLION MILER

**File No (210):** TM/2022/ 000123

**Mark name:** AADVANTAGE MILLION MILER

**Applicant (730):** Aadvantage Loyalty Services Ltd. Of c/o Maples Corporate Services Limited, Ugland House, South Street, Grand Cayman, Cayman Islands

**Filing date (220):** 27/04/2022

**Agent:** Eugenia Dickson of Nicholas John & Co. of Hewanorra House, Trou Garnier Financial Centre, Pointe Seraphine, Castries, Saint Lucia

**Class (511):** 35 Advertising; business management; business administration; office functions; administration of frequent flyer programs; administration of consumer loyalty programs; sales promotion for others; presentation of goods on communication media, for retail purposes; Advertising, marketing and promotional services; advertising, marketing and promotional consultancy, advisory and assistance services; Management, operation, organization and supervision of customer, incentive, loyalty, discount and promotional schemes; incentive, loyalty, discount and promotional card services; club membership subscription services; Administration of incentive award programs to promote the sale of the goods and services of others; Customer club services, for commercial, promotional and/or advertising purposes; loyalty, incentive, discount, promotional and bonus program services; business assistance, management and administrative services; Promoting the goods and services of others over the Internet; provision of an on-line marketplace for buyers and sellers of goods and services; promoting goods and services by means of loyalty program, discount program, promotional program and an incentive awards program whereby points are earned or awarded for purchases made by members which can then be redeemed for merchandise, services and travel; promoting goods and services by means of providing an on-line shopping mall with links to the retail web sites of others in the field of books, computers, software, office supplies, consumer electronics, music, sporting and recreational equipment, gifts, gift cards, travel items, apparel, jewelry, health and beauty, toys, travel, home; managing and tracking the transfer and redemption of points that are earned or awarded for purchases made by members; customer incentive loyalty, discount, and reward programs featuring information on and access to special events offered to members; promotion of special events; customer club services for commercial, promotional and/or advertising purposes.



39 Transport; packaging and storage of goods; travel management; travel arrangement; transportation information; vehicle rental; transport reservation; escorting of travellers; booking of seats for travel; travel reservation; transportation logistics; chauffeur services; Holiday travel reservation services; Travel agency services, namely, making reservations and bookings for air transportation, vehicle transportation and cruises; travel agency services for arranging holiday travel; transport and travel information; managing travel itineraries; air transport of passengers, cargo, and freight; Information services relating to travel; booking and arranging of access to airport lounges; Ground support passenger handling services; Ground support freight handling services provided at airports; Cargo unloading services; Unloading and repacking services; Providing information relating to cargo unloading services; Air transport of passengers, cargo, and freight; providing travel agency services, namely, providing travel reservation services for others, air transportation reservation services for others, vehicle reservation services for others and cruise reservation services for others; reservation of travel; providing information in the field of travel; transfer and transit of passengers' luggage; providing information concerning passengers' luggage in transit and delivery; air travel passenger ticketing and check-in services; Transportation services, namely, checking of baggage; airport services featuring transit lounge facilities for passengers; booking and providing ancillary travel services, namely seat selection, checked baggage, carry-on baggage, priority security screening, priority boarding, food and beverage, in-flight headphones, upgrades, in-flight entertainment, airport lounge access.



**File No (210):** TM/2022/ 000128

**Mark name:** KIA Movement that inspires

**Applicant (730):** Kia Corporation of 12, Heolleung-ro, Seocho-gu, Seoul 06797, Republic of Korea

**Filing date (220):** 27/04/2022

**Priorities (300):** 1st November 2021 Korea 40-2021-0221449

**Agent:** Eugenia Dickson of Nicholas John & Co. of Hewanorra House, Trou Garnier Financial Centre, Pointe Seraphine, Castries, Saint Lucia

**Class (511):** 38 Data transmission and data broadcasting; broadcasting and transmission of radio programs; interactive broadcasting and communications services; telecommunications services; transmission, broadcasting and reception of audio, video, still and

moving images, text and data; satellite transmission and television broadcasting services; providing access to navigation via the data network; satellite transmission of messages and data for navigation by air; wireless telecommunication services for use on smart phones for the provision of information relating to vehicle trip information history, parking location management, trip information, vehicle health management, driving information, and third-party promotional data in the form of advertising for drivers; transmission of automobile information via communication networks; car telephone communications services; electronic transmission of user location information via satellite and communication mechanisms; providing access to applications via internet/mobile networks; telecommunications services provided via fiber optic, wireless and cable networks; communication by mobile telephone; telephone communication services; communications services; rental of telecommunication machines and apparatus; radio broadcasting; television broadcasting; internet broadcasting services; rental of broadcasting equipment.



**File No (210):** TM/2022/ 000129

**Mark name:** KIA Movement that inspires

**Applicant (730):** Kia Corporation of 12, Heolleung-ro, Seocho-gu, Seoul 06797, Republic of Korea

**Filing date (220):** 27/04/2022

**Priorities (300):** 1st November 2021 Korea 40-2021-0221450

**Agent:** Eugenia Dickson of Nicholas John & Co. of Hewanorra House, Trou Garnier Financial Centre, Pointe Seraphine, Castries, Saint Lucia

**Class (511):** 39 Logistics services consisting of the storage, transportation and delivery of goods; transport, delivery, packaging, and storage of goods; packing, crating and warehousing services; leasing of rental cars; emergency automobile towing; transportation information; providing information relating to car transport; car rental; car sharing services; tracking of automobile fleets using electronic navigation and locating devices [transport information]; towing and transportation of cars as part of vehicle breakdown services; providing road and traffic information; depot services for the storage of vehicles; rental of wheelchairs; services related to travel included in this class; conducting of sightseeing travel tours by automobiles; physical storage of electronically stored data, documents, digital photographs, music, images, video, and computer games; packing of freight; rental of diving suits; storage, distribution and supply of energy and fuel; storage and distribution of electricity.



Movement that inspires

**File No (210):** TM/2022/ 000130

**Mark name:** KIA Movement that inspires

**Applicant (730):** Kia Corporation of 12, Heolleung-ro, Seocho-gu, Seoul 06797, Republic of Korea

**Filing date (220):** 27/04/2022

**Priorities (300):** 1st November 2021 Korea 40-2021-0221451

**Agent:** Eugenia Dickson of Nicholas John & Co. of Hewanorra House, Trou Garnier Financial Centre, Pointe Seraphine, Castries, Saint Lucia

**Class (511):** 42 Testing/inspection or research of pharmaceuticals/cosmetics or foodstuffs; marine, aerial and land surveying; product research and development; technological advisory services relating to machine engineering analysis; research relating to mechanical engineering; engineering services relating to robotics; rental of laboratory robots; testing of new products; engineering services of land vehicle industry; motor vehicle design; design of mechanical equipment for car manufacturing; design of products; design of apparatus and machines for filling purposes; design of robots for industrial use; design services for parts of motor vehicles; textile design services for motor vehicle trim; development of data processing programs; programming of multimedia applications; software engineering; software design and development; design and development of application software for metaverse; computer programming services for remote data management of medical diagnostic instruments; computer software planning for vehicle manufacturing; computer programming; computer software design and development; computer hardware development; testing, inspection and research services in the fields of agriculture, livestock breeding and fisheries; development of technologies for the fabrication of circuits for wireless communication, electronic data processing, consumer electronics, automotive electronics; development of vehicles; technology research for automobiles including self-driving cars, electric cars, hybrid cars, hydrogen cars and connected cars.



Movement that inspires

**File No (210):** TM/2022/ 000131

**Mark name:** KIA Movement that inspires

**Applicant (730):** Kia Corporation of 12, Heolleung-ro, Seocho-gu, Seoul 06797, Republic of Korea

**Filing date (220):** 27/04/2022

**Priorities (300):** 1st November 2021 Korea 40-2021-0221452

**Agent:** Eugenia Dickson of Nicholas John & Co. of Hewanorra House, Trou Garnier Financial Centre, Pointe Seraphine, Castries, Saint Lucia

**Class (511):** 07 Taps (machine tools); sorting machines for industry; dairy machines; motors and engines (except for land vehicles); machine coupling and transmission components except for land vehicles; aerating pumps for aquaria; gas pumps (gas station equipment); vending machines; electric door opening and closing apparatus; cranes; snow ploughs; metalworking machines; civil engineering machinery; chemical machines for industrial purposes; printing machines; sewing machines; glass-working machines; painting machines; packing machines; electronic ignitions for vehicles; mechanical engine parts for land vehicles; filters for automobile engines; automotive engine blocks; ignition coils for automotive engines; pumps for land vehicle engines; speed change gears being parts of machines; hydraulic accumulators being parts of machines; brakes for machines; vehicle washing machines; automatic parking installations; plastic processing machines; 3D printers; ignition devices for motors of land vehicles; current generators for automobiles; industrial robots; robots for helping with daily chores for household purposes; machines for manufacturing dry cells; robots for machine tools; driving devices for robots; control mechanisms for robotic machines; electrodes for welding machines.



Movement that inspires

**File No (210):** TM/2022/ 000133

**Mark name:** KIA Movement that inspires

**Applicant (730):** Kia Corporation of 12, Heolleung-ro, Seocho-gu, Seoul 06797, Republic of Korea

**Filing date (220):** 27/04/2022

**Priorities (300):** 1st November 2021 Korea 40-2021-0221458

**Agent:** Eugenia Dickson of Nicholas John & Co. of Hewanorra House, Trou Garnier Financial Centre, Pointe Seraphine, Castries, Saint Lucia

**Class (511):** 28 Games and playthings; portable games and toys incorporating telecommunication functions; gymnastic and sporting articles; decoys for hunting or fishing; butterfly nets; toys for pets; ornaments for Christmas trees, except illumination

articles and confectionery; fairground ride apparatus; toys (playthings); dolls; toys; toy cars; scale model vehicles; games; machines for physical exercises; ascenders [mountaineering equipment]; golf bags; golf equipment; golf balls; fishing tackle.



Movement that inspires

**File No (210):** TM/2022/ 000134

**Mark name:** KIA Movement that inspires

**Applicant (730):** Kia Corporation of 12, Heolleung-ro, Seocho-gu, Seoul 06797, Republic of Korea

**Filing date (220):** 27/04/2022

**Priorities (300):** 1st November 2021 Korea 40-2021-0221457

**Agent:** Eugenia Dickson of Nicholas John & Co. of Hewanorra House, Trou Garnier Financial Centre, Pointe Seraphine, Castries, Saint Lucia

**Class (511):** 25 Anoraks; clothing; uniforms; leotards and tights; panties, shorts and briefs; hosiery; money belts [clothing]; footwear; sports wear; overcoats (except wear for exclusive use for sports and Korean traditional dress); hanbok [Korean traditional clothing]; under garments; shirts; socks; neckties; gloves for clothing having touch technology for electronic products; caps being headwear; winter face masks(clothing); leather belts clothing]; waterproof clothing.



Movement that inspires

**File No (210):** TM/2022/ 000135

**Mark name:** KIA Movement that inspires

**Applicant (730):** Kia Corporation of 12, Heolleung-ro, Seocho-gu, Seoul 06797, Republic of Korea

**Filing date (220):** 27/04/2022

**Priorities (300):** 1st November 2021 Korea 40-2021-0221455

**Agent:** Eugenia Dickson of Nicholas John & Co. of Hewanorra House, Trou Garnier Financial Centre, Pointe Seraphine, Castries, Saint Lucia

**Class (511):** 18 Portable cosmetic cases (sold empty); labels of leather; garments for pets; worked or semi-worked hides and other leather; leather and imitations of leather; imitation leather; bags; luggage bags; travelling bags; sport bags; book bags; purses; leather key cases; business card cases; baggage tags; handbags; boxes made of leather; packaging containers of leather; bags (envelopes, pouches) of leather for packaging; trimmings of leather for furniture; straps for skates; parasols (sun umbrellas); umbrellas, parasols and walking sticks; feed bags for animals; valves of leather; harnesses for horses; reins for guiding children; leather straps.



Movement that inspires

**File No (210):** TM/2022/ 000136

**Mark name:** KIA Movement that inspires

**Applicant (730):** Kia Corporation of 12, Heolleung-ro, Seocho-gu, Seoul 06797, Republic of Korea

**Filing date (220):** 27/04/2022

**Priorities (300):** 1st November 2021 Korea 40-2021-0221464

**Agent:** Eugenia Dickson of Nicholas John & Co. of Hewanorra House, Trou Garnier Financial Centre, Pointe Seraphine, Castries, Saint Lucia

**Class (511):** 10 Medical apparatus and instruments; medical instruments; artificial limbs, eyes and teeth; robotic exoskeleton suits for medical purposes; chiropractic suspension vests; massaging apparatus for personal use; body rehabilitation apparatus for medical purposes; medical thermometers; body fat measuring devices for medical use; orthopedic articles; blood glucose meters; nanorobots for medical purposes; surgical robots; dental apparatus and instruments; blankets for medical purposes; thread for medical use; baby bottles; bedpans; medical clothing; gloves for medical purposes; sanitary masks for medical purposes.

SAINT LUCIA

DECLARATION OF ACQUISITION PURSUANT TO SECTION 3 OF THE LAND ACQUISITION  
ORDINANCE (CHAPTER 5.04)

And

IN THE MATTER of a Declaration by the Governor General acting on the advice of Cabinet that a Parcel of land situate at Vide Boutielle, in the quarter of Castries in the island of Saint Lucia is likely to be acquired for a public purpose.

**DECLARATION OF ACQUISITION OF LAND**

WHEREAS, it is enacted by Section 3 of the Land Acquisition Ordinance Chapter 5.04 that if the Governor-General acting on the advice of Cabinet considers that any land should be acquired for a public purpose, he may cause a Declaration to that effect to be made;

AND WHEREAS, it is considered by the Governor-General acting on the advice of Cabinet that the lands mentioned and described in the Schedule hereto should be acquired for a public purpose to wit: **Facilitate Expansion for Educational Use**

NOW THEREFORE, it is hereby declared by the Governor-General acting in accordance with the advice of Cabinet, that upon the Second Publication of this Declaration in the *Gazette*, the lands mentioned in the schedule hereto shall be vested absolutely for a public purpose to wit: **Facilitate Expansion for Educational Use**

**SCHEDULE**

All that piece of land being Block 1050B Parcel 274 situate at Vide Boutielle, in the quarter of Castries belonging to Cecil Lay is bounded as follows:-

- North : By Block 1050B Parcels 269 & 155
- South : By Block 1050B Parcel 276
- East : By Block 1050B Parcels 273, 269 & 275
- West : By Block 1050B Parcel 155

The whole measuring 18,983.9 sq. ft. shown on Plan of Survey by H.D.T. Mathurin, Licensed Land Surveyor dated January 19, 1968 and lodged in the Survey Office on January 22, 1968 as Drawing No. C.3581B and recorded as 14/68.

Together with any other easements which may be necessary.

Dated this 26<sup>th</sup> day of July, 2022.

*Cyril Errol Charles*  
Governor-General (Ag.)

*Benjamin Emmanuel*  
Secretary to the Cabinet

[ First Publication ]



**THE EASTERN CARIBBEAN SUPREME COURT  
IN THE HIGH COURT OF JUSTICE**

SAINT LUCIA

CLAIM NO. SLUHCV2020/0458 formerly SLUCHV 2008/1194

BETWEEN:

FIRSTCARIBBEAN INTERNATIONAL BANK (BARBADOS) LIMITED

*Judgment Creditor /Applicant*

and

(1) EYITWOYO LAWEL NATUFE  
(2) ANESHA KARIMBOCUS-NATUFE

*Judgment Debtors/Respondent*

TO: (1) EYITWOYO LAWEL NATUFE whose last known address was Goodlands, The Morne, Castries

(2) ANESHA KARIMBOCUS-NATUFE whose last known address was Goodlands, The Morne, Castries

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**NOTICE**

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TAKE NOTICE that pursuant to an Application Without Notice and Without a Hearing for an Attachment of Debt Order, the granting of a Provisional Attachment of Debt Order dated 24<sup>th</sup> May 2022 and the Hearing of the consideration of whether to make the Provisional Attachment of Debt Order final on 13<sup>th</sup> July 2022, that the Judgment Creditor FIRSTCARIBBEAN INTERNATIONAL BANK (BARBADOS) LIMITED was granted a Final Attachment of Debt Order.

AND service of the Final Attachment of Debt Order dated 13<sup>th</sup> July 2022 and filed on 22 July 2022 is being effected on you by advertisement in two (2) consecutive issues of a local newspaper circulating in Saint Lucia and two (2) consecutive issues of the official Gazette of Saint Lucia. The aforementioned documents can be viewed, and copies thereof can be obtained at the Law Firm of FOSTERS, Robin Kelton Building, Choc Bay, Castries between the opening hours of 8:30a.m to 4:30p.m Monday to Friday.

Dated this 22<sup>nd</sup> day of July, 2022.

FOSTERS

*Per: Marie-Ange Symmonds*

*Legal Practitioners for Judgment Creditor*

*Presented for filing by: FOSTERS, Legal Practitioners for the Judgment Creditor, whose address for service is: Chambers, Robin Kelton Building, Choc Bay, Castries, St. Lucia. West Indies. Tel. No.: 758 453-1100, Fax No.: 758 452-4940, E-mail: [contact@fosters.law](mailto:contact@fosters.law) The Court Office is at La Place Carenage, Jeremie Street, Castries, Tel. No. 758 468-7500, Fax No. 758 468-7543. The Office is open between 9:00 a.m. and 2:00 p.m. Monday to Thursday and between 9:00 a.m. and 3:00 p.m. on Friday except public holidays. Email [stluhco@eccourts.org](mailto:stluhco@eccourts.org).*

[ First Publication ]

**THE EASTERN CARIBBEAN SUPREME COURT  
IN THE HIGH COURT OF JUSTICE**

SAINT LUCIA

CLAIM NO. SLUHCV2022/0138

BETWEEN:

REPUBLIC BANK (EC) LIMITED

*Claimant*

and

WELLINGTON LAWRENCE

*Defendant*

**NOTICE**

TO: - WELLINGTON LAWRENCE whose last known address was Belle Vue in the registration quarter of Gros Islet in the State of Saint Lucia.

TAKE NOTICE that on the 22<sup>nd</sup> day of April 2022, Judgment on Admission was granted against you in the High Court of Justice (Saint Lucia) in Claim No. SLUHCV2022/0138, in favour of Republic Bank (EC) Limited ("the Judgment").

PURSUANT TO CPR Rule 5.13 service of the Judgment in this action being effected on you by this advertisement in two (2) issues of a local newspaper circulating in Saint Lucia and two (2) issues of the Official Gazette.

A COPY of the Judgment can be obtained at the High Court Office, La Place Carenage, Jeremie Street, Castries, Saint Lucia telephone number 468-7500, Fax number 468-7543 or email [stluhco@eccourts.org](mailto:stluhco@eccourts.org). The office is open between 9:00 a.m. and 2:00 p.m. on Mondays to Thursdays and between 9:00 a.m. to 3:00 p.m. on Fridays except public holidays.

THE Judgment can also be viewed and/or copies of same can be obtained from the offices of Floissac, DuBoulay & Thomas, Quadrant Row, 9-11 Brazil Street, Castries, Saint Lucia, Telephone number (758)452-2887/452-1152, Fax Number (758)453-1496 or Email: [litigation@fdt.law](mailto:litigation@fdt.law). The office is open between 8:30 a.m. and 4:30 p.m. on Mondays to Fridays except public holidays.

Dated this 14<sup>th</sup> day of July, 2022.

FLOISSAC, DUBOULAY & THOMAS

*Per: Danielia Chambers*

*Legal Practitioner for the Claimant*

*Presented for filing by Floissac, DuBoulay & Thomas, Legal Practitioner for the Claimant, whose address for service is, Quadrant Row, 9-11 Brazil Street, Castries, Saint Lucia, Tel: (758)452-2887/452-1152, Fax: (758)453-1496, Email: [litigation@fdt.law](mailto:litigation@fdt.law). The Court Office is at La Place Carenage, Jeremie Street, Castries, Saint Lucia telephone number 468-7500, Fax: 468-7543 or e-mail: [stluhco@eccourts.org](mailto:stluhco@eccourts.org). The Office is open between 9:00 am and 2:00 pm on Monday to Thursday and between 9:00 am to 3:00 pm on Fridays except public holidays.*

[ First Publication ]

**THE EASTERN CARIBBEAN SUPREME COURT  
IN THE HIGH COURT OF JUSTICE**

SAINT LUCIA  
COMMERCIAL DIVISION  
CLAIM NO. SLUHCOM2022/0016

BETWEEN:

REPUBLIC BANK (EC) LIMITED

*Claimant*

and

NICHOLAS WARD

*Defendant*

**NOTICE**

TO: - NICHOLAS WARD whose last known address was Vigie in the registration quarter of Castries in the State of Saint Lucia.

TAKE NOTICE that on the 4<sup>th</sup> day of May 2022, Judgment in Default of Acknowledgment of Service was granted against you in the High Court of Justice (Saint Lucia) in Claim No. SLUHCOM2022/0016, in favour of Republic Bank (EC) Limited ("the Judgment").

PURSUANT TO CPR Rule 5.13 service of the Judgment in this action being effected on you by this advertisement in two (2) issues of a local newspaper circulating in Saint Lucia and two (2) issues of the Official Gazette.

A COPY of the Judgment can be obtained at the High Court Office, La Place Carenage, Jeremie Street, Castries, Saint Lucia telephone number 468-7500, Fax number 468-7543 or email [stluhco@eccourts.org](mailto:stluhco@eccourts.org). The office is open between 9:00 a.m. and 2:00 p.m. on Mondays to Thursdays and between 9:00 a.m. to 3:00 p.m. on Fridays except public holidays.

THE Judgment can also be viewed and/or copies of same can be obtained from the offices of Floissac, DuBoulay & Thomas, Quadrant Row, 9-11 Brazil Street, Castries, Saint Lucia, Telephone number (758)452-2887/452-1152, Fax Number (758)453-1496 or Email: [litigation@fdt.law](mailto:litigation@fdt.law). The office is open between 8:30 a.m. and 4:30 p.m. on Mondays to Fridays except public holidays.

Dated this 14<sup>th</sup> day of July, 2022.

FLOISSAC, DUBOULAY & THOMAS

*Per: Danielia Chambers*

*Legal Practitioner for the Claimant*

*Presented for filing by Floissac, DuBoulay & Thomas, Legal Practitioner for the Claimant, whose address for service is, Quadrant Row, 9-11 Brazil Street, Castries, Saint Lucia, Tel: (758)452-2887/452-1152, Fax: (758)453-1496, Email: [litigation@fdt.law](mailto:litigation@fdt.law). The Court Office is at La Place Carenage, Jeremie Street, Castries, Saint Lucia telephone number 468-7500, Fax: 468-7543 or e-mail: [stluhco@eccourts.org](mailto:stluhco@eccourts.org). The Office is open between 9:00 am and 2:00 pm on Monday to Thursday and between 9:00 am to 3:00 pm on Fridays except public holidays.*

[ First Publication ]

IN THE FIRST DISTRICT COURT  
(CIVIL)

SAINT LUCIA

CLAIM NO: SLUMCV2021/0360

BETWEEN:

1<sup>ST</sup> NATIONAL BANK ST. LUCIA LIMITED

*Claimant*

and

NAOMI TIMEKA MATTHEWS

*Defendant*

TO: - NAOMI TIMEKA MATTHEWS

(Whose last known address was Bois D'Orange in the registration quarter of Gros Islet in Saint Lucia).

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**NOTICE**

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TAKE NOTICE that Judgment has been granted against you in the First District Court, St. Lucia in favour of the Claimant, 1<sup>st</sup> National Bank St. Lucia Limited.

AND SERVICE of the Judgment in this matter is being effected on you through advertisements in two issues of the Official Gazette and in two publications in a newspaper circulating in Saint Lucia.

A COPY of the Extract of Judgment can be obtained at the Chambers of Floissac, Du Boulay & Thomas, Legal Practitioners for the Claimant, Quadrant Row, 9-11 Brazil Street, Castries, Saint Lucia Telephone (758) 452-2887/(758) 452-1152, Fax (758) 453-1496 and Email:litigation@fdt.law. The office is open between 8:30 a.m. and 4:30 p.m. on Mondays to Fridays except public holidays or at the First District Court Office on St. Louis Street, Castries, telephone number (758) 452-2520, Fax number (758) 453-2898. The office is open between 9:00 a.m. and 2:00 p.m. on Mondays to Thursdays and 9:00 a.m. to 3:00 p.m. on Fridays except public holidays.

Dated the 14<sup>th</sup> day of July, 2022.

FLOISSAC, DUBOULAY & THOMAS

*Per: Nina Roheman*

*Legal Practitioners for the Claimant*

*This Notice is presented for filing by Floissac, DuBoulay & Thomas, Legal Practitioner for the Claimant, Chambers, Quadrant Row, 9-11 Brazil Street, Castries, Saint Lucia, Email:litigation@fdt.law, Telephone (758)452-2887/(758)452-1152 and Fax: (758)453-1496. The Court Office is at La Place Carenage, Jeremie Street, Castries, Saint Lucia, Email: stluhco@eccourts.org, Telephone No. (758) 468-7500, and Fax No. (758) 468-7543. The office is open between 9:00 a.m. and 2:00 p.m. Mondays to Thursdays and between 9:00 a.m. and 3:00 p.m. on Fridays, except public holidays.*

[ Second Publication ]